

**FILLMORE COUNTY  
BOARD OF COMMISSIONERS  
REGULAR MEETING AGENDA**

**March 14<sup>th</sup>, 2023**

Fillmore County Courthouse- Boardroom, 101 Fillmore Street Preston, MN 55965

**FILLMORE COUNTY BOARD OF COMMISSIONERS**

**First District**  
**Mitch Lentz**

**Second District**  
**Randy Dahl**

**Third District**  
**Larry Hindt**

**Fourth District**  
**Duane Bakke**

**Fifth District**  
**Marc Prestby**

The Board provides the public the opportunity to participate in the meeting by phone or virtually. To participate Dial 1-844-621-3956; enter Access Code 2484 985 9250; or [www.webex.com](http://www.webex.com), click on “join meeting”; enter the Meeting ID 2484 985 9250; password Pd3jHdwyh86.

9:00 a.m.      Pledge of Allegiance

Approve Agenda

Approve Consent Agenda:

1. March 7, 2023, County Board Minutes

Approve Commissioner Warrants

Review Finance Warrants

9:05 a.m.      Joel Kroening, Solid Waste Administrator

1. Consider approval of Hauler Licenses

9:10 a.m.      Sheila Kiscaden, SE MN Together

1. Discussion with possible action regarding (TMO) Transportation Management Organization Development Project

9:30 a.m.      Citizens Input

9:35 a.m.      Jason McCaslin, County Assessor

1. Review of changes made for 2023 Assessment

9:55 a.m.      Ron Gregg, Highway Engineer

1. Consider the request to approve the bid results for the Surfacing Reconditioning of County Road No. 118 from CSAH 5 into the Forestville State Park to the lowest responsible bidder, SAP 23-600-009
2. Consider the request to enter into a Detour Agreement with MnDot for the use of CSAH 1 and CSAH 2 for a bridge replacement project on TH 30
3. Consider the request to approve a resolution to authorize the County Engineer and County Board Chair to execute the Detour Agreement

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- 10:05 a.m.      Lindsie Engle, Human Resources Officer
1. Consider the request to hire RN/LPN from the list effective April 17<sup>th</sup>, 2023 as requested by the Director of Nursing and Social Services Director
  2. Consider the request to hire replacement Eligibility Worker effective March 20<sup>th</sup>, 2023 as requested by the Social Services Director and Hiring Committee
- 10:10 a.m.      Bobbie Hillery, Administrator
1. Consider resolution for approval of Opioid Settlement agreement
  2. Consider request to approve Office 365 implementation contract
  3. Consider request to discontinue contractual services with Hiawatha Mental Health for children's mental health services and provide 30 day notice

Calendar review, Committee Reports, and Announcements

Meetings:

Tuesday, March 14	8:00 a.m.	Safety/EM	Hindt, Prestby
Tuesday, March 14	9:00 a.m.	Regular Board	ALL
Thursday, March 16	4:30 p.m.	SWCD Meeting	Bakke
Tuesday, March 21	8:00 a.m.	Law Enforcement	Prestby, Lentz
Tuesday, March 21	10:00 a.m.	Historical Society	Bakke
Thursday, March 23	7:00 p.m.	Planning Commission	Bakke
Friday, March 24	9:00 a.m.	Highway Committee	Bakke, Dahl
Monday, March 27	6:00 p.m.	Zumbro Valley Health	Lentz
Tuesday, March 28	9:00 a.m.	Special Board	ALL

This is a preliminary draft of the March 7, 2023, minutes as interpreted by the Clerk of the Board for use in preparing the official minutes. It is expected that there will be corrections, additions, and/or omissions before the final minutes are reviewed and officially approved by the County Board.

The Board of County Commissioners of Fillmore County, Minnesota met in a Special session this 7<sup>th</sup> day of March 2023, at 9:00 a.m. in the Commissioners' Board Room, Fillmore County Courthouse, in the City of Preston.

The following members were present: Commissioners Larry Hindt, Duane Bakke, Marc Prestby, Randy Dahl, and Mitch Lentz.

Others present: Bobbie Hillery, Administrator; Ron Gregg, Highway Engineer; Lindsie Engle, Human Resources Officer; Wanda Berg, Social Services Director; Jessica Erickson, Director of Nursing; Jason Marquardt, Veteran Services Officer; Matt Eidem, MN Historical Society; Karen Reisner, and Bonita Underbakke.

Others present via WebEx: Tara Kraling, Account Technician; Cristal Adkins, Zoning Administrator; Tom Jensen, Community Corrections Director; Roxane Kraling, Recorder; Chris Hahn, EDA Director, and Tom Kaase.

The Pledge of Allegiance was recited.

On a motion by Dahl and seconded by Lentz, the Board unanimously approved the agenda.

On a motion by Prestby and seconded by Bakke, the Board unanimously approved the following Consent Agenda:

1. Approve February 28, 2023, County Board minutes
2. Sarah Swanson, Social Worker completed probation effective 3/1/2023

On a motion by Bakke and seconded by Lentz, the Board unanimously approved the Commissioners' Warrants.

The Finance Department warrants were reviewed.

Ron Gregg, Highway Engineer was present.

On a motion by Dahl and seconded by Lentz, the Board unanimously approved Rochester Sand & Gravel bid results for the Surfacing Reconditioning of CSAH 8 from the City limits of Spring Valley to East 6.4 miles, SAP 23-608-046 in the amount of \$3,055,775.39.

On a motion by Prestby and seconded by Bakke, the Board unanimously approved the 2023 fuel bids from Hovey Oil Co.

				HOVEY OIL CO. 125 HWY 52 E HARMONY, MN 55939 507-886-2550	
LOCATION	ESTIMATED QUANTITYNR	GRADE OF FUEL	TANK SIZE	OVERHEAD & PROFIT/GAL.	
Peterson	6,500	#2 Diesel Premium	1,000	0.1000	\$ 650.00
	1,500	#1 Diesel		0.1000	\$ 150.00
	1,000	Ethanol Blend Gasoline	500	0.3600	\$ 360.00
Total					\$ 1,160.00

Chatfield	6,000	#2 Diesel Premium	1,000	0.1000	\$ 600.00
	1,200	#1 Diesel		0.1000	\$ 120.00
	1,000	Ethanol Blend Gasoline	500	0.3600	\$ 360.00
<b>Total</b>					<b>\$ 1,080.00</b>
Spring Valley	3,800	#2 Diesel Premium	1,000	0.1000	\$ 380.00
	1,500	#1 Diesel		0.1000	\$ 150.00
	1,000	Ethanol Blend Gasoline	500	0.3600	\$ 360.00
<b>Total</b>					<b>\$ 890.00</b>
Cherry Grove	6,000	#2 Diesel Premium	1,000	0.1000	\$ 600.00
	1,400	#1 Diesel		0.1000	\$ 140.00
	800	Ethanol Blend Gasoline	500	0.3600	\$ 288.00
<b>Total</b>					<b>\$ 1,028.00</b>
Canton	11,500	#2 Diesel Premium	1000 & 2000	0.1000	\$ 1,150.00
	3,000	#1 Diesel		0.1000	\$ 300.00
	2,000	Ethanol Blend Gasoline	500	0.3600	\$ 720.00
<b>Total</b>					<b>\$ 2,170.00</b>
<b>Preston shops</b>	17,000	#2 Diesel Premium	(2) 1000	0.1000	\$ 1,700.00
	3,500	#1 Diesel		0.1000	\$ 350.00
	25,000	Ethanol Blend Gasoline	2,000	0.3600	\$ 9,000.00
<b>Total</b>					<b>\$ 11,050.00</b>

Gregg handed out a road restriction map based on tonnage and the 2023 construction maps, which he reviewed and discussed. He noted that since Tuesday is the township meetings that these maps should be helpful as they meet with their respective townships. Gregg noted by this time next year Fillmore County will have 14 more miles of 10-ton roads due to construction projects.

On a motion by Bakke and seconded by Lentz, the Board unanimously approved **Resolution 2023-010:** for a Legislative-Citizen Commission on Minnesota Resources (LCCMR) Grant for a request of funding to rehabilitate the Forestville Bridge #6263.

Gregg stated that he would be bringing the Cooperative Agreement for the short-term fix for Forestville Bridge #6263 back to the next board meeting for further discussion and approval.

The citizen's input portion of the meeting was opened at 9:38 a.m. and closed, as no one was present to speak.

Lindsi Engle, Human Resources was present.

On a motion by Bakke and seconded by Dahl, the Board unanimously approved hiring Travis Batzel as a Highway Maintenance Specialist, at Grade 8/ Step 2 at \$24.39/hour, based on his four years of DOT experience; effective March 8, 2023, requested by the Highway Engineer and Hiring Committee.

On a motion by Dahl and seconded by Bakke, the Board unanimously approved adding an additional RN/PHN shared position for Public Health and Social Services as requested by the Director of Nursing, Social Services Director and the Personnel Committee.

On a motion by Dahl and seconded by Lentz, the Board unanimously approved hiring from the current list from the recent RN/PHN hire.

Wanda Berg, Social Services Director was present.

Berg explained to the Board that Fillmore County is one of five counties in MN that contract out for their children's mental health case management. She noted that by bringing Children's mental health services back into Social Services it will allow for better service and all around knowledge of what is happening with the children and families.

On a motion by Dahl and seconded by Lentz, the Board unanimously approved adding and advertising for three Social Worker Children's Mental Health Positions in the Social Services Department as requested by the Social Services Director and the Personnel Committee.

On a motion by Dahl and seconded by Lentz, the Board unanimously approved adding the position of PSAP Public Safety Answering Point Manager, based upon the job description; with moving budgeted dollars from the Operating Expense account into the Sheriff's office as requested by the Sheriff and the Personnel Committee.

Calendar review, Committee Reports, and Announcements:

Bakke/Lentz: Community Corrections Advisory Board- reviewed bi-laws, a report from Community Corrections Director; interactions between clients and discussion of programming needs

Prestby/Hindt: Solid Waste meeting, Hauler licenses will be coming to the Board next meeting; repairs on gutter at the Recovery Center; and the illegal house burns

Dahl/Bakke: DNR/ Historical Society/Forestville Bridge

On a motion by Bakke and seconded by Lentz, the Chair adjourned the meeting at 10:05 a.m.

csmith  
3/10/2023 9:35:46AM  
1 County Revenue Fund

# \*\*\* Fillmore County \*\*\*



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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	Vendor	<u>Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
		<u>No.</u>	<u>Account/Formula</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
3	DEPT				Board Of Commissioners			
	7040	AMC/MACA						
		01-003-000-0000-6245		350.00	2023 Legislative Conf - DB 02/22/2023 02/23/2023		Registration Fees	N
		01-003-000-0000-6245		350.00	2023 Legislative Conf - RD 02/22/2023 02/23/2023		Registration Fees	N
		01-003-000-0000-6245		350.00	2023 Legislative Conf - ML 02/22/2023 02/23/2023		Registration Fees	N
		01-003-000-0000-6245		350.00	2023 Legislative Conf - LH 02/22/2023 02/23/2023		Registration Fees	N
	7040	AMC/MACA		1,400.00	4 Transactions			
	2081	Lentz/Mitch						
		01-003-000-0000-6335		165.06	Feb. 2023 Mileage 02/02/2023 02/28/2023		Employee Automobile Allowance	N
	2081	Lentz/Mitch		165.06	1 Transactions			
3	DEPT Total:			1,565.06	Board Of Commissioners	2 Vendors	5 Transactions	
34	DEPT				Administration			
	7040	AMC/MACA						
		01-034-000-0000-6245		350.00	2023 Legislative Conf - BH 02/22/2023 02/23/2023		Registration Fees	N
	7040	AMC/MACA		350.00	1 Transactions			
	82132	Fillmore Co Journal						
		01-034-000-0000-6241		120.00	Not. of Pub Hear - Cannabinoid 02/13/2023 02/13/2023	149144	Advertising	N
	82132	Fillmore Co Journal		120.00	1 Transactions			
34	DEPT Total:			470.00	Administration	2 Vendors	2 Transactions	
41	DEPT				Auditor/Treasurer			
	527	MACATFO						
		01-041-000-0000-6245		50.00	MACATFO Meeting-HB 04/13/2023 04/14/2023		Registration Fees	N
	527	MACATFO		50.00	1 Transactions			

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	Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
	No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
41	DEPT Total:			50.00	Auditor/Treasurer	1 Vendors	1 Transactions	
50	DEPT				Finance			
	527	MACATFO						
		01-050-000-0000-6245		50.00	MACATFO Meeting - CS 04/13/2023 04/14/2023		Registration Fees	N
	527	MACATFO		50.00	1 Transactions			
50	DEPT Total:			50.00	Finance	1 Vendors	1 Transactions	
60	DEPT				Information Systems			
	111	Fillmore Co Treasurer- Credit Card/ACH						
		01-060-000-0000-6640		1,844.70	2 Laptops - Technology 02/24/2023 02/24/2023	H353438887	Equipment Purchased	N
	111	Fillmore Co Treasurer- Credit Card/ACH		1,844.70	1 Transactions			
	2545	Marco,Inc						
		01-060-000-0000-6640		1,020.00	Contract Base Rate 12/12/2022 01/11/2023	INV10804395	Equipment Purchased	N
		01-060-000-0000-6285		18,000.00	Contract Base Rate change 02/17/2023 02/16/2025	INV10920584	Professional Fees	N
	2545	Marco,Inc		19,020.00	2 Transactions			
60	DEPT Total:			20,864.70	Information Systems	2 Vendors	3 Transactions	
91	DEPT				County Attorney			
	111	Fillmore Co Treasurer- Credit Card/ACH						
		01-091-000-0000-6408		40.00	Monthly Subscription 02/28/2023 02/28/2023	17664	Other Office Supplies	N
		01-091-000-0000-6245		75.00	Registration Fees 02/22/2023 02/22/2023	200010080	Registration Fees	N
		01-091-000-0000-6377		66.50	Certi Copies/ Fees & Svc Chrg 02/22/2023 02/22/2023	IOWJU2012470928	Fees And Service Charges	N
	111	Fillmore Co Treasurer- Credit Card/ACH		181.50	3 Transactions			
91	DEPT Total:			181.50	County Attorney	1 Vendors	3 Transactions	
103	DEPT				Assessor			

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No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
111	Fillmore Co Treasurer- Credit Card/ACH						
	01-103-000-0000-6244		595.00	Appraiser Training - KP	200141337945	Continuing Education	N
				02/13/2023 02/13/2023			
111	Fillmore Co Treasurer- Credit Card/ACH		595.00	1 Transactions			
103	DEPT Total:		595.00	Assessor	1 Vendors	1 Transactions	
106	DEPT			Unallocated Recording Fee			
3578	Tyler Technologies, Inc.						
	01-106-000-0000-6637		47,895.00	Implementation Svcs 2/28/2023	070-108261	Software Expenses	N
				02/28/2023 02/28/2023			
3578	Tyler Technologies, Inc.		47,895.00	1 Transactions			
106	DEPT Total:		47,895.00	Unallocated Recording Fee	1 Vendors	1 Transactions	
111	DEPT			Facilites Mtce			
7460	Al Larson & Sons Plumbing & Heating, Inc						
	01-111-000-0000-6580		161.40	Svc for toilet/WH at CH	22961	Other Repair And Maintenance Supplies	N
				02/27/2023 02/27/2023			
7460	Al Larson & Sons Plumbing & Heating, Inc		161.40	1 Transactions			
3370	Haakenson Electric, Inc						
	01-111-000-0000-6317		94.44	Light Switches/Ballast FCOB	6774	Building Maintenance	N
				03/02/2023 03/02/2023			
3370	Haakenson Electric, Inc		94.44	1 Transactions			
303	Preston Equipment Company						
	01-111-000-0000-6580		183.28	PTO Switch-Riding Lawn Mower	01-138833	Other Repair And Maintenance Supplies	N
				02/06/2023 02/06/2023			
303	Preston Equipment Company		183.28	1 Transactions			
5050	Tufte/Blaine						
	01-111-000-0000-6335		13.76	Automobile Allowance-Post Off.		Employee Automobile Allowance	N
				02/01/2023 02/28/2023			
5050	Tufte/Blaine		13.76	1 Transactions			
111	DEPT Total:		452.88	Facilites Mtce	4 Vendors	4 Transactions	



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No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
125	DEPT			Veteran Services			
111	Fillmore Co Treasurer- Credit Card/ACH						
	01-125-000-0000-6420		1,802.02	Grant Laptop	H353433346	State Grant Expenses	N
				02/24/2023	02/24/2023		
111	Fillmore Co Treasurer- Credit Card/ACH		1,802.02	1 Transactions			
597	MN Secretary Of State-Notary						
	01-125-000-0000-6244		120.00	Notary Application Fee - HB		Continuing Education	N
				03/09/2023	03/09/2023		
	01-125-000-0000-6244		120.00	Notary Application Fee - JM		Continuing Education	N
				03/09/2023	03/09/2023		
597	MN Secretary Of State-Notary		240.00	2 Transactions			
125	DEPT Total:		2,042.02	Veteran Services	2 Vendors	3 Transactions	
149	DEPT			Other General Government			
111	Fillmore Co Treasurer- Credit Card/ACH						
	01-149-000-0000-6372		25.40	Wellness Recognition - Food		Wellness Grant Expenses	N
				02/13/2023	02/13/2023		
	01-149-000-0000-6372		100.00	Wellness Recognition-Food		Wellness Grant Expenses	N
				02/13/2023	02/13/2023		
	01-149-000-0000-6404		583.43	Custodian Supplies		County Shared Cleaning Supplies	N
				02/19/2023	02/21/2023		
	01-149-000-0000-6408		39.88	Supplies	1128932841898644	County Shared Office Supplies	N
				01/25/2023	01/25/2023		
	01-149-000-0000-6408		26.52	Supplies	11402996568955440	County Shared Office Supplies	N
				02/17/2023	02/17/2023		
	01-149-000-0000-6408		82.21	Supplies	11405351497201044	County Shared Office Supplies	N
				01/27/2023	01/27/2023		
	01-149-000-0000-6408		64.30	County Supplies	11413141867889010	County Shared Office Supplies	N
				02/21/2023	02/21/2023		
	01-149-000-0000-6404		30.00	Custodian Supplies	11442274354330650	County Shared Cleaning Supplies	N
				02/16/2023	02/16/2023		
	01-149-000-0000-6408		413.89	Supplies	11448894971894613	County Shared Office Supplies	N
				02/04/2023	02/04/2023		
	01-149-000-0000-6404		237.08	Custodian Supplies	11455056231283404	County Shared Cleaning Supplies	N
				02/14/2023	02/14/2023		
	01-149-000-0000-6408		133.34	Supplies	11459484765530617	County Shared Office Supplies	N
				02/16/2023	02/16/2023		

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Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
	01-149-000-0000-6408		96.89	Supplies 02/13/2023 02/13/2023	11474725630581848	County Shared Office Supplies	N
	01-149-000-0000-6408		85.77	Supplies 02/24/2023 02/24/2023	11482638994005032	County Shared Office Supplies	N
	01-149-000-0000-6408		26.47	Supplies 01/27/2023 01/27/2023	11483880264009850	County Shared Office Supplies	N
111	Fillmore Co Treasurer- Credit Card/ACH		1,945.18	14 Transactions			
149	DEPT Total:		1,945.18	Other General Government	1 Vendors	14 Transactions	
199	DEPT			CARES ACT (COVID-19)			
20331	Contegrity Group						
	01-199-000-0000-6465		8,000.00	Project Development-Jail 03/02/2023 03/02/2023	2023311	American Recovery ARPA Expenses	N
	01-199-000-0000-6465		948.47	Blueprints 03/02/2023 03/02/2023	2023312	American Recovery ARPA Expenses	N
20331	Contegrity Group		8,948.47	2 Transactions			
199	DEPT Total:		8,948.47	CARES ACT (COVID-19)	1 Vendors	2 Transactions	
201	DEPT			Enhanced 911 System			
111	Fillmore Co Treasurer- Credit Card/ACH						
	01-201-000-0000-6239		15.21	Training 02/06/2023 02/06/2023		Training Expenses	N
	01-201-000-0000-6310		92.33	Dispatch Supplies 01/31/2023 01/31/2023		Contract Repairs And Maintenance	N
111	Fillmore Co Treasurer- Credit Card/ACH		107.54	2 Transactions			
4241	MINNESOTA SHERIFF'S ASSOCIATION						
	01-201-000-0000-6239		350.00	911 Conference - JW, KM 02/28/2023 03/28/2023	279180	Training Expenses	N
4241	MINNESOTA SHERIFF'S ASSOCIATION		350.00	1 Transactions			
201	DEPT Total:		457.54	Enhanced 911 System	2 Vendors	3 Transactions	
202	DEPT			Sheriff			
4545	Brown's Tire & Battery Inc						
	01-202-000-0000-6310		58.43	Squad Service	239586	Contract Repairs And Maintenance	N

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1 County Revenue Fund

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Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
4545	Brown's Tire & Battery Inc		58.43	02/07/2023 02/07/2023 1 Transactions			
5826	Culligan Water						
	01-202-000-0000-6377		46.25	March 23 Drinking Water 03/01/2023 03/31/2023 1 Transactions	588-09387283-0	Fees And Service Charges	N
5826	Culligan Water		46.25				
111	Fillmore Co Treasurer- Credit Card/ACH						
	01-202-000-0000-6357		711.00	Registration Fees 02/01/2023 02/06/2023		Peace Officer Training Expense	N
	01-202-000-0000-6455		164.66	LE Supplies 02/22/2023 02/22/2023		Law Enforcement Supplies	N
	01-202-000-0000-6561		35.37	Fuel 02/01/2023 02/01/2023 3 Transactions		Gasoline Diesel And Other Fuels	N
111	Fillmore Co Treasurer- Credit Card/ACH		911.03				
83550	Kelly Printing & Signs LLC						
	01-202-000-0000-6408		254.64	Sheriff Office Supplies 01/09/2023 01/09/2023 1 Transactions	229680	Other Office Supplies	N
83550	Kelly Printing & Signs LLC		254.64				
5988	Preston Auto Parts						
	01-202-000-0000-6310		16.97	Squad Maintenance 02/13/2023 02/13/2023	745579	Contract Repairs And Maintenance	N
	01-202-000-0000-6310		11.97	Squad Maintenance 02/21/2023 02/21/2023	746339	Contract Repairs And Maintenance	N
	01-202-000-0000-6310		7.98	Squad Maintenance 02/21/2023 02/21/2023	746343	Contract Repairs And Maintenance	N
	01-202-000-0000-6310		7.99	Squad Maintenance 02/22/2023 02/22/2023	746483	Contract Repairs And Maintenance	N
	01-202-000-0000-6310		39.82	Squad Maintenance 02/27/2023 02/27/2023 5 Transactions	746782	Contract Repairs And Maintenance	N
5988	Preston Auto Parts		84.73				
202	DEPT Total:		1,355.08	Sheriff	5 Vendors	11 Transactions	
205	DEPT			Sheriff Contingent Funds			
	6528 IdentiSys Inc						

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1 County Revenue Fund

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
	01-205-000-0000-6387		76.05	Gun Permit Card Stock 02/28/2023 02/28/2023	609085	Gun Permit Expenses	N
6528	IdentiSys Inc		76.05	1 Transactions			
205	DEPT Total:		76.05	Sheriff Contingent Funds	1 Vendors	1 Transactions	
207	DEPT			Dispatch			
83550	Kelly Printing & Signs LLC						
	01-207-000-0000-6173		175.24	Dispatch Uniforms 01/17/2023 01/17/2023	229737	Uniform Allowance	N
83550	Kelly Printing & Signs LLC		175.24	1 Transactions			
207	DEPT Total:		175.24	Dispatch	1 Vendors	1 Transactions	
251	DEPT			County Jail			
20332	Advanced Correctional Healthcare, Inc						
	01-251-000-0000-6429		6,708.25	4/23 onsite medical services 04/01/2023 04/30/2023	125940	Nurse/Medical Service Agreement	N
20332	Advanced Correctional Healthcare, Inc		6,708.25	1 Transactions			
6978	Aramark Uniform & Career Apparal Group						
	01-251-000-0000-6377	AP 4	155.07	Oct 22 Laundry - Jail 10/01/2022 10/31/2022	2560061491	Fees And Service Charges	N
	01-251-000-0000-6377		131.86	Jan 23 Laundry - Jail 01/01/2023 01/31/2023	2560086171	Fees And Service Charges	N
	01-251-000-0000-6377		155.07	Jan 23 Laundry - Jail 01/01/2023 01/31/2023	2560091313	Fees And Service Charges	N
	01-251-000-0000-6377		155.07	Feb 23 Laundry - Jail 02/01/2023 02/28/2023	2560096223	Fees And Service Charges	N
	01-251-000-0000-6377		155.07	Feb 23 Laundry-Jail 02/01/2023 02/28/2023	2560101218	Fees And Service Charges	N
6978	Aramark Uniform & Career Apparal Group		752.14	5 Transactions			
111	Fillmore Co Treasurer- Credit Card/ACH						
	01-251-000-0000-6205		5.50	Postage - Jail 02/17/2023 02/17/2023		Postage And Postal Box Rent	N
	01-251-000-0000-6377		39.87	Jail Supplies 01/25/2023 02/19/2023		Fees And Service Charges	N

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
	01-251-000-0000-6377		23.48	Netflix - Jail 02/08/2023 02/08/2023		Fees And Service Charges	N
	01-251-000-0000-6431		175.69	Inmate Medication 02/16/2023 02/16/2023		Drugs And Medicine	N
<b>111</b>	<b>Fillmore Co Treasurer- Credit Card/ACH</b>		<b>244.54</b>	<b>4 Transactions</b>			
83204	<b>Houston Co Sheriffs Office</b>						
	01-251-000-0000-6384		1,820.00	Feb 23 Inmate Housing 02/01/2023 02/28/2023	3697-f	Out Of County Board Of Prisoners	N
<b>83204</b>	<b>Houston Co Sheriffs Office</b>		<b>1,820.00</b>	<b>1 Transactions</b>			
9403	<b>Menards Rochester South</b>						
	01-251-000-0000-6580		88.68	Jail Supplies 01/06/2023 01/06/2023	64169	Other Repair And Maintenance Supplies	N
<b>9403</b>	<b>Menards Rochester South</b>		<b>88.68</b>	<b>1 Transactions</b>			
7156	<b>Midwest Monitoring &amp; Surveillance</b>						
	01-251-000-0000-6285		25.00	Feb 23 Lab Services 02/01/2023 02/28/2023	DT 0223126	Professional Fees	N
<b>7156</b>	<b>Midwest Monitoring &amp; Surveillance</b>		<b>25.00</b>	<b>1 Transactions</b>			
9361	<b>MN Dept Of Corrections</b>						
	01-251-000-0000-6301	AP 4	690.00	Dec 22 Inmate Wages 12/01/2022 12/31/2022	00000735559	lcwc Wage Expense	N
	01-251-000-0000-6301		855.00	Feb 23 Inmate Wages 02/01/2023 02/28/2023	00000735609	lcwc Wage Expense	N
	01-251-000-0000-6301		615.00	Jan 23 Inmate Wages 01/01/2023 01/31/2023	00000735611/735599	lcwc Wage Expense	N
<b>9361</b>	<b>MN Dept Of Corrections</b>		<b>2,160.00</b>	<b>3 Transactions</b>			
6094	<b>MN Energy Resources Corporation</b>						
	01-251-000-0000-6255		4,778.39	Dec,Jan,Feb-Nat. Gas-Jail 12/01/2022 02/24/2023	0502907328-00001	Gas	N
<b>6094</b>	<b>MN Energy Resources Corporation</b>		<b>4,778.39</b>	<b>1 Transactions</b>			
8080	<b>Plunkett's Pest Control, Inc</b>						
	01-251-000-0000-6377		117.66	Pest Control 02/22/2023 02/22/2023	7927091	Fees And Service Charges	N

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Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
8080	Plunkett's Pest Control, Inc		117.66	1 Transactions			
20345	Q Transmission Inc						
	01-251-000-0000-6310		3,669.43	Transport Van Repair 03/02/2023 03/02/2023	VIN DR792104	Contract Repairs And Maintenance	N
20345	Q Transmission Inc		3,669.43	1 Transactions			
251	DEPT Total:		20,364.09	County Jail	10 Vendors	19 Transactions	
252	DEPT			Corrections			
7040	AMC/MACA						
	01-252-000-0000-6245		350.00	2023 Legislative Conf - TJ 02/22/2023 02/23/2023		Registration Fees	N
7040	AMC/MACA		350.00	1 Transactions			
111	Fillmore Co Treasurer- Credit Card/ACH						
	01-252-000-0000-6637		497.50	Online Testing-Comm Correction 01/12/2023 01/12/2023	MN00388	Software Expenses	N
	01-252-000-0000-6409		605.00	Intoximeters-Comm Corrections 12/27/2022 12/27/2022	SO-0232488	Lab/Drug Tests	N
111	Fillmore Co Treasurer- Credit Card/ACH		1,102.50	2 Transactions			
7156	Midwest Monitoring & Surveillance						
	01-252-000-0000-6409		52.75	Drug Testing 02/01/2023 02/28/2023	DT 0223125	Lab/Drug Tests	N
7156	Midwest Monitoring & Surveillance		52.75	1 Transactions			
252	DEPT Total:		1,505.25	Corrections	3 Vendors	4 Transactions	
441	DEPT			Public Health			
7040	AMC/MACA						
	01-441-000-0000-6447		350.00	2023 Legislative Conf - JE 02/22/2023 02/23/2023		LPHA Grant Expenses	N
7040	AMC/MACA		350.00	1 Transactions			
441	DEPT Total:		350.00	Public Health	1 Vendors	1 Transactions	
443	DEPT			Nursing Service			

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Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
6766	Hall/Sarah J						
	01-443-000-0000-6335		39.96	Nursing Mileage Feb 23		Employee Automobile Allowance	N
				02/01/2023	02/28/2023		
6766	Hall/Sarah J		39.96	1 Transactions			
84638	MN Counties Intergovernmental Trust-MCIT						
	01-443-000-0000-6242		4,670.00	PC Renewal	19620R	Membership Dues	N
				01/01/2023	01/01/2024		
84638	MN Counties Intergovernmental Trust-MCIT		4,670.00	1 Transactions			
20232	Small Town Home Care LLC						
	01-443-000-0000-6433		60.48	Client #8015 Chores/Laundry	1198	Waiver Reimbursables	N
				01/16/2023	01/30/2023		
20232	Small Town Home Care LLC		60.48	1 Transactions			
5984	Two Men and a Truck						
	01-443-000-0000-6433		1,318.91	Client #1486 Moving Truck	0363-000025704	Waiver Reimbursables	N
				03/02/2023	03/02/2023		
5984	Two Men and a Truck		1,318.91	1 Transactions			
443	DEPT Total:		6,089.35	Nursing Service	4 Vendors	4 Transactions	
1	Fund Total:		115,432.41	County Revenue Fund		84 Transactions	

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Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
300	DEPT			Highway Administration			
82132	Fillmore Co Journal						
	13-300-000-0000-6241		27.50	2/20 ad: fuel	149119	Advertising	N
82132	Fillmore Co Journal		27.50	1 Transactions			
20168	Vault Health						
	13-300-000-0000-6377		237.52	3/2 drug tests	FL00564051	Fees And Service Charges	N
20168	Vault Health		237.52	1 Transactions			
300	DEPT Total:		265.02	Highway Administration	2 Vendors	2 Transactions	
310	DEPT			Highway Maintenance			
6978	Aramark Uniform & Career Apparal Group						
	13-310-000-0000-6293		18.80	2/2 uniforms	162501	Uniform Expense	N
	13-310-000-0000-6293		33.02	2/2 uniforms	162527	Uniform Expense	N
	13-310-000-0000-6293		108.59	2/2 uniforms	162609	Uniform Expense	N
	13-310-000-0000-6293		63.60	2/6 uniforms	164105	Uniform Expense	N
	13-310-000-0000-6293		23.34	2/7 uniforms	164365	Uniform Expense	N
	13-310-000-0000-6293		34.56	2/7 uniforms	165104	Uniform Expense	N
	13-310-000-0000-6293		18.80	2/9 uniforms	166747	Uniform Expense	N
	13-310-000-0000-6293		33.02	2/9 uniforms	166776	Uniform Expense	N
	13-310-000-0000-6293		67.28	2/9 uniforms	166859	Uniform Expense	N
	13-310-000-0000-6293		68.40	2/13 uniforms	168311	Uniform Expense	N
	13-310-000-0000-6293		23.34	2/14 uniforms	168607	Uniform Expense	N
	13-310-000-0000-6293		34.56	2/14 uniforms	169265	Uniform Expense	N
	13-310-000-0000-6293		18.80	2/16 uniforms	170902	Uniform Expense	N
	13-310-000-0000-6293		33.02	2/16 uniforms	170922	Uniform Expense	N
	13-310-000-0000-6293		108.59	2/16 uniforms	170992	Uniform Expense	N
	13-310-000-0000-6293		68.40	2/20 uniforms	172607	Uniform Expense	N
	13-310-000-0000-6293		23.34	2/21 uniforms	172709	Uniform Expense	N
	13-310-000-0000-6293		34.56	2/21 uniforms	173449	Uniform Expense	N
	13-310-000-0000-6293		13.21	2/23 uniforms	175155	Uniform Expense	N
	13-310-000-0000-6293		33.02	2/23 uniforms	175173	Uniform Expense	N
	13-310-000-0000-6293		67.28	2/23 uniforms	175241	Uniform Expense	N
	13-310-000-0000-6293		68.40	2/27 uniforms	176738	Uniform Expense	N
	13-310-000-0000-6293		23.34	2/28 uniforms	176895	Uniform Expense	N
	13-310-000-0000-6293		34.56	2/28 uniforms	177583	Uniform Expense	N
6978	Aramark Uniform & Career Apparal Group		1,053.83	24 Transactions			



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COMMISSIONER'S VOUCHERS ENTRIES

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13 County Road &amp; Bridge

Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
1891	Bruening Rock Products, Inc.						
	13-310-000-0000-6505		2,403.17	2/8 rock	274795	Aggregate	N
1891	Bruening Rock Products, Inc.		2,403.17	1 Transactions			
9403	Menards Rochester South						
	13-310-000-0000-6528		179.55	2/21 bituminous material/suppl	66342	Bituminous Materials	N
9403	Menards Rochester South		179.55	1 Transactions			
3879	Schmitt/Darrell						
	13-310-000-0000-6466		187.24	3/8 safety shoes		Safety Materials	N
3879	Schmitt/Darrell		187.24	1 Transactions			
310	DEPT Total:		3,823.79	Highway Maintenance	4 Vendors	27 Transactions	
320	DEPT			Highway Construction			
6175	Carolán/Jared						
	13-320-000-0000-6337		15.00	2/22 meal		Other Travel Expense	N
6175	Carolán/Jared		15.00	1 Transactions			
82132	Fillmore Co Journal						
	13-320-000-0000-6241		63.75	2/13 ad: 844	148659	Advertising	N
	13-320-000-0000-6241		63.75	2/20 ad: 846	149118	Advertising	N
82132	Fillmore Co Journal		127.50	2 Transactions			
320	DEPT Total:		142.50	Highway Construction	2 Vendors	3 Transactions	
330	DEPT			Equipment Maintenance Shops			
6978	Aramark Uniform & Career Apparal Group						
	13-330-000-0000-6576		25.08	2/2 supplies	162572	Shop Supplies & Tools	N
	13-330-000-0000-6576		25.08	2/16 supplies	170969	Shop Supplies & Tools	N
6978	Aramark Uniform & Career Apparal Group		50.16	2 Transactions			
20344	Custom Truck						
	13-330-000-0000-6575		2,028.81	2/7 parts	2098854	Machinery Parts	N
	13-330-000-0000-6575		392.78	2/9 parts	2099552	Machinery Parts	N
20344	Custom Truck		2,421.59	2 Transactions			
4590	Debauche Truck & Diesel						

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13 County Road &amp; Bridge

Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
	13-330-000-0000-6575		759.47	3/1 parts	01P22237	Machinery Parts	N
4590	Debauche Truck & Diesel		759.47	1 Transactions			
5751	Fastenal Company						
	13-330-000-0000-6576		1,104.10	2/10 supplies	97370	Shop Supplies & Tools	N
5751	Fastenal Company		1,104.10	1 Transactions			
3714	Hovey Oil Co Inc						
	13-330-000-0000-6561		4,072.01	2/7 gas	7459	Gasoline Diesel And Other Fuels	N
	13-330-000-0000-6561		2,944.00	2/16 #2 diesel	7517	Gasoline Diesel And Other Fuels	N
	13-330-000-0000-6561		1,189.19	2/16 gas	7517	Gasoline Diesel And Other Fuels	N
3714	Hovey Oil Co Inc		8,205.20	3 Transactions			
3541	Nuss Truck & Equipment						
	13-330-000-0000-6576		298.64	2/8 supplies	1219658P	Shop Supplies & Tools	N
	13-330-000-0000-6575		842.00	2/1 parts	1220304P	Machinery Parts	N
	13-330-000-0000-6576		282.82	2/15 supplies	1220697P	Shop Supplies & Tools	N
	13-330-000-0000-6576		1,137.29	2/20 supplies	1220825P	Shop Supplies & Tools	N
3541	Nuss Truck & Equipment		2,560.75	4 Transactions			
8080	Plunkett's Pest Control, Inc						
	13-330-000-0000-6317		56.57	2/22 pest control	7927530	Building Maintenance	N
	13-330-000-0000-6317		73.43	2/22 pest control	7927621	Building Maintenance	N
8080	Plunkett's Pest Control, Inc		130.00	2 Transactions			
330	DEPT Total:		15,231.27	Equipment Maintenance Shops	7 Vendors	15 Transactions	
13	Fund Total:		19,462.58	County Road & Bridge		47 Transactions	

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14 Sanitation Fund

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Vendor	Name	Rpt			Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount		Service Dates	Paid On Bhf #	On Behalf of Name	
390	DEPT				Resource Recovery Center			
6978	Aramark Uniform & Career Apparal Group							
	14-390-000-0000-6377	AP 4	22.26		Uniforms	6320078584	Fees And Service Charges	N
					09/15/2022 09/15/2022			
	14-390-000-0000-6377	AP 4	22.26		Uniforms	6320083124	Fees And Service Charges	N
					09/22/2022 09/22/2022			
	14-390-000-0000-6377	AP 4	22.26		Uniforms	6320087300	Fees And Service Charges	N
					09/29/2022 09/29/2022			
6978	Aramark Uniform & Career Apparal Group		66.78		3 Transactions			
5988	Preston Auto Parts							
	14-390-000-0000-6311		36.53		Bulb & Oil Filter - Forklift	745914,745829	Miscellaneous Repairs And Maintenance	N
					02/15/2023 02/16/2023			
5988	Preston Auto Parts		36.53		1 Transactions			
3206	S & A Petroleum							
	14-390-000-0000-6561		34.99		LP Forklift	0218158	Gasoline Diesel And Other Fuels	N
					02/01/2023 02/28/2023			
3206	S & A Petroleum		34.99		1 Transactions			
390	DEPT Total:		138.30		Resource Recovery Center	3 Vendors	5 Transactions	
14	Fund Total:		138.30		Sanitation Fund		5 Transactions	

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23 County Airport Fund

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	No.	Account/Formula		Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
351	DEPT					Airport Fuel Sales			
	7277	Pump and Meter Service							
		23-351-000-0000-6321			381.80	Fuel System Repair	530874	Other Repair And Maintenance	N
						02/17/2023	02/17/2023		
	7277	Pump and Meter Service			381.80	1 Transactions			
351	DEPT Total:				381.80	Airport Fuel Sales	1 Vendors	1 Transactions	
23	Fund Total:				381.80	County Airport Fund		1 Transactions	
	Final Total:				135,415.09	65 Vendors	137 Transactions		

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Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES



**Recap by Fund**

<u>Fund</u>	<u>Amount</u>	<u>Name</u>
1	115,432.41	County Revenue Fund
13	19,462.58	County Road & Bridge
14	138.30	Sanitation Fund
23	381.80	County Airport Fund
<b>All Funds</b>	<b>135,415.09</b>	<b>Total</b>

Approved by,

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1 County Revenue Fund

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	Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
	No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
1	DEPT				General Government			
	7617	Bluff Valley Riders Inc						
		01-001-000-0000-6876		6,255.46	2nd Benchmark 2023		Snowmobile Trail Payments	N
					03/07/2023	03/07/2023		
	7617	Bluff Valley Riders Inc		6,255.46	1 Transactions			
	5166	Hiawatha Sno Seekers						
		01-001-000-0000-6876		7,864.10	2nd Benchmark 2023		Snowmobile Trail Payments	N
					03/07/2023	03/07/2023		
	5166	Hiawatha Sno Seekers		7,864.10	1 Transactions			
	4723	Mabel Canton Trail Busters						
		01-001-000-0000-6876		3,751.07	2nd Benchmark 2023		Snowmobile Trail Payments	N
					03/07/2023	03/07/2023		
	4723	Mabel Canton Trail Busters		3,751.07	1 Transactions			
	7369	Tri-County Trailblazers						
		01-001-000-0000-6876		4,754.87	2nd Benchmark 2023		Snowmobile Trail Payments	N
					03/07/2023	03/07/2023		
	7369	Tri-County Trailblazers		4,754.87	1 Transactions			
1	DEPT Total:			22,625.50	General Government	4 Vendors	4 Transactions	
14	DEPT				Law Library			
	437	Thomson Reuters-West Payment Center						
		01-014-000-0000-6451		431.02	West Info - Feb 2023	847924551	Reference Materials	N
					02/01/2023	02/28/2023		
	437	Thomson Reuters-West Payment Center		431.02	1 Transactions			
14	DEPT Total:			431.02	Law Library	1 Vendors	1 Transactions	
91	DEPT				County Attorney			
	5294	RELX Inc.DBA LexisNexis						
		01-091-000-0000-6451		206.00	Feb 2023 Subscription	3094367306	Reference Materials	N
					02/01/2023	02/28/2023		
	5294	RELX Inc.DBA LexisNexis		206.00	1 Transactions			

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	Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
	No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
91	DEPT Total:			206.00	County Attorney	1 Vendors	1 Transactions	
111	DEPT				Facilites Mtce			
	6094	MN Energy Resources Corporation						
		01-111-000-0000-6255		3,742.58	Nat Gas-Generators, CH & FCOB	4494604742	Gas	N
					01/24/2023 02/23/2023			
	6094	MN Energy Resources Corporation		3,742.58	1 Transactions			
111	DEPT Total:			3,742.58	Facilites Mtce	1 Vendors	1 Transactions	
201	DEPT				Enhanced 911 System			
	4441	Independent Emergency Services, LLC						
		01-201-000-0000-6310		100.00	3/23 911 Service	0010166	Contract Repairs And Maintenance	Y
					03/01/2023 03/31/2023			
	4441	Independent Emergency Services, LLC		100.00	1 Transactions			
201	DEPT Total:			100.00	Enhanced 911 System	1 Vendors	1 Transactions	
202	DEPT				Sheriff			
	20306	AT&T Mobility						
		01-202-000-0000-6206		391.41	2/23 Cell Phones	287321726824	Employee Electronic Device Reimbursen	N
					01/26/2023 02/25/2023			
	20306	AT&T Mobility		391.41	1 Transactions			
	6317	Enterprise Fleet Management						
		01-202-000-0000-6650		6,022.38	3/23 Squad lease payments	2719	Enterprise Vehicle Payments	N
					03/03/2023 03/31/2023			
	6317	Enterprise Fleet Management		6,022.38	1 Transactions			
202	DEPT Total:			6,413.79	Sheriff	2 Vendors	2 Transactions	
203	DEPT				Spring Valley Contract			
	85440	Centurylink						
		01-203-000-0000-6203		48.69	3/23 SV Phone	301264120	Telephone	N
					02/26/2023 03/25/2023			
	85440	Centurylink		48.69	1 Transactions			

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Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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	<u>Vendor</u>	<u>Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
	<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
203	<b>DEPT Total:</b>			<b>48.69</b>	<b>Spring Valley Contract</b>	<b>1 Vendors</b>	<b>1 Transactions</b>	
251	DEPT				County Jail			
	4855	<b>B&amp;B Olympic Bowl</b>						
		01-251-000-0000-6379		5,712.00	2/23 Prisoner Meals		Board Of Prisoners	N
					02/01/2023	02/28/2023		
	<b>4855</b>	<b>B&amp;B Olympic Bowl</b>		<b>5,712.00</b>		<b>1 Transactions</b>		
	85440	<b>Centurylink</b>						
		01-251-000-0000-6203		70.50	2/23 Sheriff Phone	406899378	Telephone	N
					02/01/2023	02/28/2023		
	<b>85440</b>	<b>Centurylink</b>		<b>70.50</b>		<b>1 Transactions</b>		
251	<b>DEPT Total:</b>			<b>5,782.50</b>	<b>County Jail</b>	<b>2 Vendors</b>	<b>2 Transactions</b>	
252	DEPT				Corrections			
	83550	<b>Kelly Printing &amp; Signs LLC</b>						
		01-252-000-0000-6408		463.77	Business Envelopes	229886	Other Office Supplies	N
					02/07/2023	02/07/2023		
	<b>83550</b>	<b>Kelly Printing &amp; Signs LLC</b>		<b>463.77</b>		<b>1 Transactions</b>		
252	<b>DEPT Total:</b>			<b>463.77</b>	<b>Corrections</b>	<b>1 Vendors</b>	<b>1 Transactions</b>	
441	DEPT				Public Health			
	20306	<b>AT&amp;T Mobility</b>						
		01-441-000-0000-6437		48.52	CTC Cell	287323631964	CTC Expenses	N
					01/26/2023	02/25/2023		
		01-441-000-0000-6447		417.31	LPH Cell	287323631964	LPHA Grant Expenses	N
					01/26/2023	02/25/2023		
		01-441-000-0000-6448		48.52	SHIP Cell	287323631964	Ship Grant Expenses	N
					01/26/2023	02/25/2023		
	<b>20306</b>	<b>AT&amp;T Mobility</b>		<b>514.35</b>		<b>3 Transactions</b>		
441	<b>DEPT Total:</b>			<b>514.35</b>	<b>Public Health</b>	<b>1 Vendors</b>	<b>3 Transactions</b>	
446	DEPT				Mch Program			
	20306	<b>AT&amp;T Mobility</b>						
		01-446-000-0000-6257		48.52	EBHV Cell	287323631964	EBHV Expense	N



csmith  
 3/8/2023 4:06:29PM  
 1 County Revenue Fund

# \*\*\* Fillmore County \*\*\*



Audit List for Board **AUDITOR'S VOUCHERS ENTRIES**

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
	01-446-000-0000-6335		01/26/2023 02/25/2023 MCH Cell	287323631964	Employee Automobile Allowance	N
	20306 AT&T Mobility		01/26/2023 02/25/2023 2 Transactions			
446	DEPT Total:		97.04 Mch Program	1 Vendors	2 Transactions	
1	Fund Total:		40,425.24 County Revenue Fund		19 Transactions	

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13 County Road & Bridge

# \*\*\* Fillmore County \*\*\*



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
300	DEPT			Highway Administration			
4369	AcenTek						
	13-300-000-0000-6203		99.41	3/1 telephone	12434378	Telephone	N
	13-300-000-0000-6203		109.85	3/1 telephone	12447054	Telephone	N
4369	AcenTek		209.26	2 Transactions			
3219	Centurylink						
	13-300-000-0000-6203		4.66	3/6 telephone	629128807	Telephone	N
3219	Centurylink		4.66	1 Transactions			
85440	Centurylink						
	13-300-000-0000-6203		116.67	2/26 telephone	301264100	Telephone	N
	13-300-000-0000-6203		233.40	2/26 telephone	301269901	Telephone	N
	13-300-000-0000-6203		64.87	2/26 telephone	301269931	Telephone	N
85440	Centurylink		414.94	3 Transactions			
1829	Frontier Communications						
	13-300-000-0000-6203		91.07	2/22 telephone	5079373211	Telephone	N
1829	Frontier Communications		91.07	1 Transactions			
300	DEPT Total:		719.93	Highway Administration	4 Vendors	7 Transactions	
330	DEPT			Equipment Maintenance Shops			
288	City Of Peterson						
	13-330-000-0000-6251		247.62	2/24 utilities	108A	Electricity	N
288	City Of Peterson		247.62	1 Transactions			
6094	MN Energy Resources Corporation						
	13-330-000-0000-6255		1,740.43	2/27 natural gas	0502458275	Gas	N
	13-330-000-0000-6255		1,822.35	2/24 natural gas	0502625354	Gas	N
6094	MN Energy Resources Corporation		3,562.78	2 Transactions			
343	Spring Valley Public Utilities						
	13-330-000-0000-6251		413.02	2/24 utilities	1124	Electricity	N
343	Spring Valley Public Utilities		413.02	1 Transactions			
330	DEPT Total:		4,223.42	Equipment Maintenance Shops	3 Vendors	4 Transactions	

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13 County Road & Bridge

# \*\*\* Fillmore County \*\*\*



Audit List for Board      **AUDITOR'S VOUCHERS ENTRIES**

Page 7

Vendor		Name			<u>Rpt</u>		<u>Warrant Description</u>		<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
	<u>No.</u>	<u>Account/Formula</u>		<u>Accr</u>		<u>Amount</u>	<u>Service Dates</u>		<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
13	Fund Total:					4,943.35	County Road & Bridge				11 Transactions

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14 Sanitation Fund

# \*\*\* Fillmore County \*\*\*



Audit List for Board      **AUDITOR'S VOUCHERS ENTRIES**

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	<u>Vendor</u>		<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
	<u>No.</u>	<u>Account/Formula</u>			<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
390	DEPT				Resource Recovery Center			
	85440	Centurylink						
		14-390-000-0000-6203		150.16	Feb-March Internet Service	301270054	Telephone	N
					02/26/2023 03/25/2023			
	85440	Centurylink		150.16	1 Transactions			
390	DEPT Total:			150.16	Resource Recovery Center	1 Vendors	1 Transactions	
14	Fund Total:			150.16	Sanitation Fund		1 Transactions	

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 22 Agbmp Septic Loans

# \*\*\* Fillmore County \*\*\*



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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	Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
	No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
609	DEPT				Agbmp Septic Loan			
	6621	Mn Department Of Agriculture						
		22-609-000-0000-6818		20,879.43	Ag BMP Loan Payment	26484	Agbmp Loan Payment	N
					04/01/2023 04/01/2023			
	6621	Mn Department Of Agriculture		20,879.43	1 Transactions			
609	DEPT Total:			20,879.43	Agbmp Septic Loan	1 Vendors	1 Transactions	
22	Fund Total:			20,879.43	Agbmp Septic Loans		1 Transactions	

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**23** County Airport Fund

# \*\*\* Fillmore County \*\*\*



Audit List for Board **AUDITOR'S VOUCHERS ENTRIES**

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	Vendor		<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
	<u>No.</u>	<u>Account/Formula</u>						
<b>350</b>	DEPT				County Airport			
	85440	<b>Centurylink</b>						
		23-350-000-0000-6203		137.78	Airport Phone Feb/March 23	301269537	Telephone	N
					02/26/2023 03/25/2026			
		23-350-000-0000-6203		62.31	Eng. Ofc Phone Feb/March 23	301269908	Telephone	N
					02/26/2023 03/25/2023			
	<b>85440</b>	<b>Centurylink</b>		<b>200.09</b>	<b>2 Transactions</b>			
<b>350</b>	<b>DEPT Total:</b>			<b>200.09</b>	<b>County Airport</b>	<b>1 Vendors</b>	<b>2 Transactions</b>	
<b>23</b>	<b>Fund Total:</b>			<b>200.09</b>	<b>County Airport Fund</b>		<b>2 Transactions</b>	

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76 Trust And Agency Fund

# \*\*\* Fillmore County \*\*\*



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
0	DEPT		...			
110	Fillmore Co Treasurer					
	76-000-000-0000-2006		1,128.00	RRC Sales & Use Tax 02/01/2023 02/28/2023	Commercial Sw Mgmt Tax	N
	76-000-000-0000-2007		153.00	041,101&602 Sales & Use Tax 02/01/2023 02/28/2023	Sales Tax Collected	N
110	Fillmore Co Treasurer		1,281.00	2 Transactions		
0	DEPT Total:		1,281.00	...	1 Vendors	2 Transactions
300	DEPT			Highway Administration		
110	Fillmore Co Treasurer					
	76-300-000-0000-2007		41.00	R&B Sales & Use Tax 02/01/2023 02/28/2023	Sales Tax Collected	N
110	Fillmore Co Treasurer		41.00	1 Transactions		
300	DEPT Total:		41.00	Highway Administration	1 Vendors	1 Transactions
76	Fund Total:		1,322.00	Trust And Agency Fund		3 Transactions

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 87 State Revenue And School F

# \*\*\* Fillmore County \*\*\*



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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	Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
	No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
0	DEPT				...			
	110	Fillmore Co Treasurer						
		87-000-000-0000-2470		11,654.61	February 2023 MRT		Mortgage Reg Tax-State	N
					02/01/2023	02/28/2023		
		87-000-000-0000-2471		12,399.95	February 2023 Deed Tax		State Deed Tax-State	N
					02/01/2023	02/28/2023		
	110	Fillmore Co Treasurer		24,054.56	2 Transactions			
0	DEPT Total:			24,054.56	...	1 Vendors	2 Transactions	
87	Fund Total:			24,054.56	State Revenue And School Fund		2 Transactions	
	Final Total:			91,974.83	29 Vendors	39 Transactions		



# \*\*\* Fillmore County \*\*\*

Audit List for Board

AUDITOR'S VOUCHERS ENTRIES



**Recap by Fund**

<u>Fund</u>	<u>Amount</u>	<u>Name</u>
1	40,425.24	County Revenue Fund
13	4,943.35	County Road & Bridge
14	150.16	Sanitation Fund
22	20,879.43	Agbmp Septic Loans
23	200.09	County Airport Fund
76	1,322.00	Trust And Agency Fund
87	24,054.56	State Revenue And School Fund
All Funds	91,974.83	Total

Approved by,

.....  
.....  
.....

# REQUEST FOR COUNTY BOARD ACTION

Agenda Date: 3/14/2023

Amount of time requested (minutes):

5

Dept.:

Solid Waste

Prepared By:

Joel Kroening

State item(s) of business with brief analysis. If requesting multiple items, please number each item for clarity. Provide relevant material(s) for documentation. Please note on each item if documentation is needed and attached.

Consent Agenda:

Documentation  
(Yes/No):

Regular Agenda:

Documentation  
(Yes/No):

## 1. Consider approval of Hauler Licenses

- S&S Sanitation
- Viet Disposal
- Waste management
- Hawkeye Sanitation
- Richards Sanitation
- LRS
- W Hanson Waste removal and Recycling
- Harters Quick Clean Up
- Freeborn County co-operative oil co.

All requests for County Board agenda must be in the Coordinator's office **No later than noon Thursday prior to the Board date.** Items received after this time **will** not be placed on the Board agenda. All requests should be sent to: [bhillery@co.fillmore.mn.us](mailto:bhillery@co.fillmore.mn.us) and [tkraling@co.fillmore.mn.us](mailto:tkraling@co.fillmore.mn.us)

# Scope of Work

## Project Overview

Southeastern Minnesota, specifically the counties of Rice, Goodhue, Dodge, Steele, Wabasha, Olmsted, Winona, Freeborn, Mower, Fillmore, and Houston face a variety of transportation-related challenges daily that impact workforce, access to healthcare and services, economic vitality, and overall quality of life in the region. This area makes up Minnesota Department of Transportation District 6.

Southeast Minnesota Together (SE MN Together) Transit Action Team in partnership with the Southeast Service Cooperative and the Southeast Minnesota League of Municipalities (SEMLM) seek to assess the development of a Transportation Management Organization (TMO) for the 11-county region (MnDOT District 6). A TMO is an elected or appointed board of officials that flexibly leverage existing organizational assets like municipalities, counties, transit providers, employers, post-secondary education, stakeholders, and partners to support the region in addressing:

- Expansion of bus or ride sharing-based transit services for commuters and residents
- Inefficiencies, redundancies, barriers, and gaps in regional bus transit and ridesharing services
- Bus transit and ridesharing costs solutions (riders, providers, and funders)
- Regional policies and procedures
- Additional grant and funding opportunities

The study budget is not to exceed \$350,000. The study is anticipated to last 18-months and be complete by **INSERT MONTH INSERT YEAR**.

## Objectives and Background

Southeast Minnesota Together Transit Action Team in partnership with the Southeast Service Cooperative and the Southeast Minnesota League of Municipalities (SEMLM) seeks a consultant to provide the technical assistance needed to organize a TMO for our region. Rural TMOs exist in other states and Southeast Minnesota is beginning to see a TMO as a viable strategy to meeting the diverse transit needs of Southeast Minnesota.

Workforce transportation is a significant challenge within Southeast Minnesota. A largely rural area with a solid agricultural base, there exists strong demand and unmet workforce needs in regional population centers, including Austin, Albert Lea, Owatonna, Winona, and Rochester, the largest urban center. Minnesota's DEED (Department of Employment and Economic Development) has documented the extensive reliance on intercity commuters in the region to meet employers' needs. The regional workforce draws workers from the 11 counties in Southeast Minnesota and rural communities in Northeast Iowa, Southwest Wisconsin, and beyond.

Since 2015, regional leaders have collaborated as part of SE MN Together and, in partnership with the Minnesota Department of Transportation (MnDOT) and the Department of Human Services (DHS), completed a transit and ridesharing coordination planning process in 2018. The group concluded that a Regional Transportation Coordinating Council (RTCC), as envisioned by MnDOT and DHS, would not

effectively meet the regional transportation requirements as the region's needs are broader than the scope of an RTCC.

Specifically, regional transportation coordination efforts must include and prioritize overall quality of life, workforce, post-secondary education, and economic vitality issues, in addition to service access for veterans, people with disabilities, and low-income residents.

Regional transit providers, like Semcac, SMART, and Hiawathaland-Transit, represent rural independent nonprofit organizations providing limited, localized services throughout the region. The opportunity exists to build on the strengths and assets of these existing community-based organizations. There is also ample opportunity to enhance transit options through expansion of services, additions of ride-shares, coordination of volunteer and on-demand services, and scheduled intercity transit.

The communities in rural, southeastern Minnesota stand ready to create a regional Transportation Management Organization and welcome technical support in organizing it.

## Tasks

### Task 1. Project Management and Work Plan

Proactive and effective project management is critical for successful completion of the study resulting in broad and deep stakeholder support. The Consultant will lead this study process through reliable communication and schedules while establishing and maintaining consent along the way. The Consultant Project Manager and task leads will perform all work necessary to effectively coordinate the study, maintain the production schedule, and keep the effort within budget.

#### Task 1.1 Project Administration

The Southeast Minnesota Together (SE MN Together) project manager will be assisted by other members of the SE MN Together Transit Action Team as needed in oversight of each study task. To keep the SE MN Together Project Manager and Task Managers appropriately informed, the Consultant will:

- a. Submit to SE MN Together Project Manager monthly invoices accompanied by executive summary-style progress reports and support data for direct expenses. Progress reports will include updates to the schedule, if any.
- b. Develop and maintain a month-by-month study schedule with tasks and durations including all tasks listed in this Request for Proposals and any optional tasks recommended by the Consultant. After notice to proceed, the Consultant will translate the month-by-month schedule into a week-by-week work plan covering a 12-week period. The week-by-week work plan will be used for production coordination and management only and is not a study final deliverable.

#### Task 1.2 Project Management Meetings

Consultant will partner with SE MN Together Project Manager to organize and host the meetings listed below. Consultant will prepare agenda and meeting materials, facilitate the meeting, and provide a draft meeting summary within 3 working days to SE MN Together Project Manager and final summary within 5 working days after receiving edits from SE MN Together Project Manager.

- a. Twice-Monthly Update with SE MN Together Project Manager: Twice monthly, the Consultant Project Manager will meet with the SE MN Together Project Manager to discuss the status of

study production, schedule, and budget. The Consultant will maintain a running list of action items in lieu of a meeting summary.

- b. SE MN Together Transit Action Team Study Kick-Off Meeting: The Consultant will work with the SE MN Together Project Manager to schedule and host a study kick-off meeting. The Kick-off meeting will establish communications protocol and discuss the project scope and schedule. The Consultant will receive available existing information from SE MN Together. The meeting will be held online.
- c. SE MN Together Transit Action Team Study Meetings: The Consultant will work with the SE MN Together Project Manager to schedule and host monthly meetings with the Transit Action Team. The Consultant Project Manager and relevant consultant task leaders will identify and facilitate resolution of issues that affect the scope, schedule, budget, or work quality.

### Task 1.3 Quality Management

The Consultant will provide and implement a study-specific Quality Management Plan (QMP). The QMP must specify how the Consultant will perform Quality Assurance/Quality Control (QA/QC) activities throughout the duration of the study to ensure production of consistently high-quality deliverables in a timely manner that conforms to contract requirements. Minnesota guidance on QMPs is available on the Minnesota Department of Transportation web site at:  
<http://www.dot.state.mn.us/design/qmp/index.html>

## Task 1. Deliverables

### *SE MN Together Project Manager Deliverables*

- a. Provide copies of project correspondences and project information.
- b. Coordinate SE MN Together Transit Action Team reviews.
- c. Review and respond to submittals.
- d. Attend and participate in meetings.
- e. Monitor quality control (QC).
- f. Accept final deliverables, including uploading electronic files to Google Drive archive.

### *Consultant's Deliverables*

- a. Develop and maintain study schedule.
- b. Schedule, prepare materials for, facilitate, and document meetings with SE MN Together Project Manager.
- c. Schedule, prepare materials for, facilitate, and document meetings with SE MN Together Transit Action Team, including kick-off meeting.
- d. Prepare and submit monthly invoices with corresponding status reports.
- e. Provide timely copies of critical correspondence and project issue data.
- f. Provide and implement QMP.
- g. Submit electronic project files at study completion.

## Task 2. Stakeholder Engagement and Communications

The consultant will develop and deliver a stakeholder engagement program that supports generation of broad and deep support for outcomes from the study's tasks. The engagement will be designed and conducted to generate diverse and relatable outcomes including:

- Acknowledge and respond to results of prior and current transportation and government work in the study area, including the 1982 dissolution of the Regional Development Commission.
- Strengthen and develop transit- and ride-sharing supportive relationships among city and county elected officials, employers, public and private transit providers, and the Minnesota Department of Transportation
- Strengthen or establish relationships and generate meaningful input from existing residents, visitors, students, educators, employers, workers, and service providers ranging in age from 14 through 75+ and with a range of cognitive, emotional, and physical abilities.
- Generate conversation resulting in individual transportation stories about accessing better jobs or larger pools of employees because of changes in transportation services; stories will be from community members including post-secondary students, interns and entry-level workers, and people returning to the work force after time away.
- Contribute to authentic identification and succinct communication of community and stakeholder needs in the study area for use by the project team and decision-makers.
- Result in community and stakeholders being factually informed about existing and anticipated future conditions of the study area.
- Document stakeholder input on study outcomes to support future TMO implementation efforts, if any.

To deliver this experience, the Consultant will leverage existing relationships, talents, and modest effort from a Transportation Management Organization (TMO) Development Committee to develop and deliver the tasks listed below.

#### Task 2.1 Stakeholder Engagement and Communications Plan

Consultant will submit to SE MN Together Project Manager within 30 days of Notice to Proceed a draft stakeholder engagement and communications plan that is consistent with industry current best practices. The draft engagement and communications plan will:

- Include a section that summarizes engagement results from current and past transit and ride-sharing projects, studies, and planning efforts in the study area. Consultant will assemble and summarize transit and ride-sharing project, study, and plan-related feedback from the community, issues that were not resolved, future commitments that were made, and themes observed. The information will inform the engagement strategy and tactics.
- Describe key engagement goals; strategies to support those goals; and tactics to support the strategies, including active participation by Steering Committee members and stakeholders.
- Include a section that refers to the study schedule as described in Task 1.
- Include a section that identifies stakeholders in the 11-county area and their involvement or missed presence in past transit and ride-sharing project, study, and planning effort engagement.
- Include engagement strategies to meaningfully engage Indigenous and racially diverse residents and visitors, people with low incomes, and businesses.
- Include a section that identifies anticipated communication activities and tactics, including active participation by SE MN Together Transit Action Team members and stakeholders.
- Describe how all publicly facing deliverables will comply with SE MN Together brand consistency, writing style, and ADA compliance.

The SE MN Together Transit Action Team will have five (5) working days to review and comment on the draft plan.

#### Task 2.2 TMO Development Committee, Meetings, and Documentation

Consultant will work with SE MN Together Transit Action Team to organize Transportation Management Organization (TMO) Development Committee. Consultant will prepare for, facilitate, and document Committee meetings. The TMO Development Committee is anticipated to include representatives and alternates from entities listed below within the 11-county service area:

- (1) Public transit providers (five existing providers);
- (2) At least one person representing privately-owned transit providers; more private transit providers are welcome to participate as available;
- (3) Regional healthcare providers such as Olmsted Medical, Mayo Clinic, Winona Health, Gunderson, and others;
- (4) Healthcare insurers such as Blue Cross and Blue Shield;
- (5) Study funders and potential future TMO funders;
- (6) City councils and county boards;
- (7) Employers such as Hormel Foods Corporation, Fastenal Company, Federated Mutual Insurance Company, McNeilus Steel Incorporated, Miller Waste Mills Incorporated, Red Wing Shoe Company, Wenger Corporation;
- (8) Commuter-based higher education such as Winona State and Riverland College;
- (9) Workforce development interests such as Workforce, Inc. and Minnesota Department of Employment and Economic Development (DEED);
- (10) Minnesota Department of Transportation (MnDOT) Office of Transit and Active Transportation Director and District 6 representative;
- (11) Southeast [Minnesota] Service Cooperative (contract administrator);
- (12) A lobbyist registered in Minnesota.

Consultant will schedule the meetings, provide agendas and meeting materials, facilitate the meetings, draft meeting notes, and track performance of follow-up actions. The Consultant should assume at least four in-person meetings hosted in non-winter months in varied locations outside Rochester and within the 11-county area such as Chatfield, Wabasha, Albert Lea, and Northfield. The consultant will provide agendas and meeting materials to the Steering Committee at least three working days prior to each meeting. The Steering Committee will review draft study outcomes, provide comments, help the study team identify areas requiring additional attention, and help make contact with local partners with insights into the areas requiring additional attention. Documentation will include the meeting materials, a written meeting summary including list of participants and people invited but unable to attend, as well as photos and videos captured with express written consent by participants.



### Task 2.3 Additional Stakeholder Meetings and Documentation

At the direction of the Steering Committee and SE MN Together Project Manager, Consultant will organize, prepare for, facilitate, and document additional meetings with Stakeholders. These meetings are anticipated to include groups of Stakeholders and are not required to be stakeholder-to-consultant only meetings. The Consultant should assume at least four in-person meetings hosted in non-winter months in varied locations outside Rochester and within the 11-county area such as Chatfield, Wabasha, Albert Lea, and Northfield. The consultant will provide agendas and meeting materials to the Stakeholders at least five working days prior to each meeting. Documentation will include the meeting materials, a written meeting summary including list of participants and people invited but unable to attend, as well as photos and videos captured with express written consent by participants. The Additional Stakeholder Meetings will be focused on areas requiring additional attention as identified by the Steering Committee and SE MN Together Project Manager.

### Task 2.4 Communication Materials and Tactics

Consistent with the Engagement and Communications Plan, the Consultant will develop communication materials and implement tactics. In addition to meeting materials, these are anticipated to include engagement summaries documenting efforts and outcomes, including individual stories reflecting diverse experiences within the region; a 'communication toolbox' of materials for use by SE MN Together Transit Action Team and Steering Committee members in soliciting input from their partners and constituents; language translation services for materials and meetings in up to three languages other than English identified in partnership with the Steering Committee; content for a website hosted by SE MN Together; and content for Social Media posts published by Steering Committee members and Stakeholder organizations. SE MN Together Transit Action Team acknowledges engagement and communications tactics continue to evolve at a rapid pace and under Task 7 welcomes additional efforts or approaches that will add significant value to the approaches assumed. Please include additional efforts under Task 7 and provide a statement in Task 2.4 of the proposal directing readers to their presence.

### Task 2.5 Engagement and Communications Documentation

The consultant will document all engagement and communication efforts. In addition to the meeting documentation described earlier, the documentation will include a contact database; comment and response database; quarterly, cumulative engagement activity and results summary; and an Engagement and Communication Executive Summary. The consultant will develop and maintain the contact and comment-response databases in Microsoft Excel throughout the study process, use it as the data source for the quarterly, cumulative engagement activity and results summary, and provide them to the study team at the conclusion of the process.

Following conclusion of most engagement for this study, Consultant will convert the Engagement and Communications Plan into an Engagement and Communication Executive Summary for inclusion as an appendix to the final study report. The Engagement and Communications Executive Summary will be a highly graphical, plain language document that summarizes and documents all engagement and communication activities and outcomes for use in future TMO funding or development efforts, if any.

Supplementing the Executive Summary, Consultant will package and include engagement and communication documentation consisting of the contact and comment-response databases and all



meeting materials and summaries in PDF format suitable for website posting and archiving, as well as meeting ADA accessibility requirements.

## Task 2. Deliverables

### *SE MN Together Project Manager Deliverables*

- Timely perspective on stakeholder priorities, risks, and risk management tactics
- Timely review and assembly of comments on DRAFT deliverables listed below
- Prepare for, attend, and participate in meetings.

### *Consultant's Deliverables*

- Engagement and Communications Plan
- Steering Committee meetings, agendas, meeting materials, and summary
- Stakeholder meetings, agendas, meeting materials, and summary
- Communication materials and tactics implementation
- Quarterly, cumulative engagement summaries
- Contact database (MS Excel and PDF)
- Comment and response database (MS Excel and PDF)
- Engagement and Communications Executive Summary

## Task 3. Data Assembly and Synthesis

A number of planning efforts have been completed in Southeast Minnesota since 2015. The Consultant will coordinate with MnDOT and other agencies to assemble and synthesize the technical analysis results, engagement summaries, and documentation from these planning efforts.

- Southeast Minnesota Travel Study (MnDOT, 2016)
- 2018 Southeast Minnesota Regional Economic [Forecast] Study (Southeast Minnesota League of Municipalities, 2018)
- Updated regional economic forecasts provided by DEED (Minnesota Department of Employment and Economic Development)
- Arrive Rochester Transportation Management Organization Study and Implementation Plan (City of Rochester, Destination Medical Center, 2018)
- Five-Year Transit Plans for Hiawathaland Transit, Rolling Hills Transit, Smart (Southern Minnesota Area Rural Transit), and Winona Transit, (MnDOT Office of Transit and Active Transportation, 2019)
- Southeast Minnesota Regional Transportation Coordinating Council Implementation Plan (SE MN Together, June 2019)
- Southeast Minnesota Circular Economy Coalition (SEMCEC) Concept Proposal for US Economic Development Administration Build Back Better Challenge Grant (SE MN Together, October 2021)
- Region 10 Local Human Services-Transit Coordination Plan 2022 (MnDOT Office of Transit and Active Transportation, 2022)
- Vision Statement and Problem Statement for Fillmore County's USDOT Thriving Communities Grant Letter of Interest (SE MN Together, January 2023)

The consultant will share the synthesis results with the Steering Committee and stakeholders. If the Steering Committee and stakeholders identify additional, high-priority existing information related to transit service and ride-sharing, such as from transit and transportation providers, County workforce services, educational institutions, DEED, and MnDOT, the Consultant may need to collect it by conducting phone interviews for use in the synthesis. The consultant will document the results in a Task 3 technical memorandum.

### Task 3. Deliverables

#### *SE MN Together Project Manager Deliverables*

- Timely perspective on data priorities, risks, and risk management tactics
- Timely review and assembly of comments on DRAFT deliverables listed below

#### *Consultant's Deliverables*

- Data Synthesis technical memorandum
- Content for other tasks, including engagement activities and study documentation

### Task 4. Needs, Goals, Objectives, and Prioritization Criteria

Based on Steering Committee input and direction, the Consultant will succinctly identify needs, goals, and objectives to articulate questions that have not been answered in previous transit and ride-sharing efforts within the 11-county area.

The purpose of this task is to not complete additional analysis. Its purpose is to successfully break through silos in communication and collaboration that exist in the region with regard to planning for a TMO. For example, cities within the region acknowledge they typically do not have capacity to explore transportation issues due to their land use and economic development responsibilities, and counties within the region acknowledge they typically do not have capacity to explore workforce transportation issues due to their transportation infrastructure and social service responsibilities.

The “Need” will identify the transit and ride-sharing deficiencies or problems (e.g., coverage, reliability, service hours, etc.) that currently exist which need to be addressed. The Consultant is asked to approach the needs identification by leveraging work previously completed by counties, transit providers, MnDOT, the Minnesota Council on Transportation Access (MnCOTA), and others. The Consultant is asked to acknowledge existing needs related to transporting vulnerable populations to and from services and expand this needs identification to capture post-secondary education and work force needs outside Rochester and the Twin Cities. Again, needs related to transporting vulnerable populations to and from services can be acknowledged, but should not be the primary focus of this needs identification effort.

The “Goals and Objectives” will provide a broad statement of the primary intended transportation result (e.g., improve coverage, improve connections between activity centers, improve service frequency and reliability) and other related objectives to be achieved by a Transportation Management Organization. The “Goals and Objectives” statement will provide the basis for developing criteria for use in prioritizing Additional Analysis (Task 5) and future TMO work-plan activities (Task 6. Study Findings and Recommendations), if any.

Document results in Task 4 technical memorandum.

## SE MN Together Project Manager Deliverables

- ### Consultant's Deliverables

- ## Task 5. Additional

To help stakeholders comprehensively understand the regional and tangible benefits resulting from a transportation management organization, the consultant will perform research and analysis in at least two additional topic areas as described in the sections that follow.

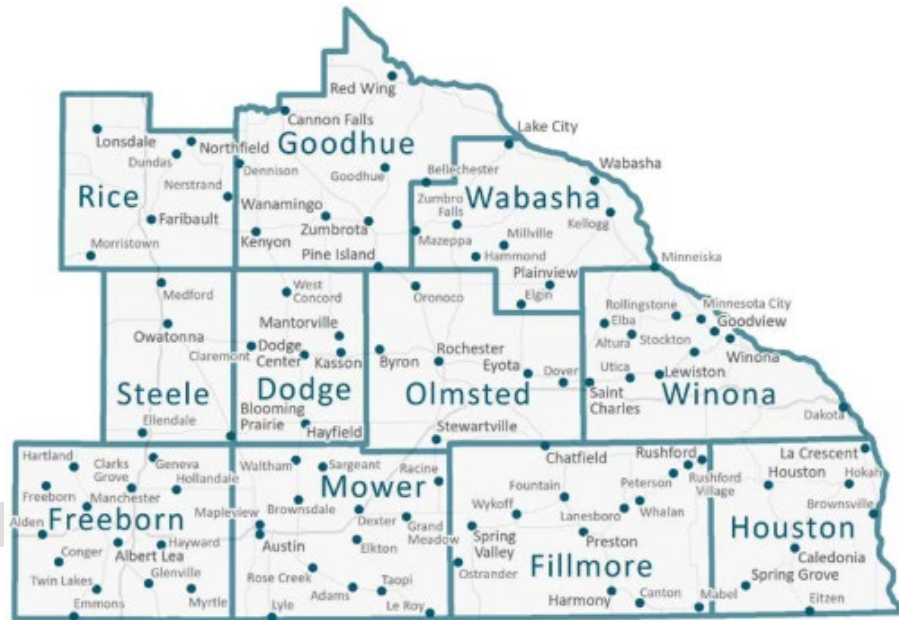


Figure 1 Southeast Minnesota Transit and Ridesharing Coordination Area

## Task 5.1 Additional Travel Patterns in the Region

Previous work has focused almost exclusively on daily travel patterns to and from Rochester or to and from the Greater Minneapolis-Saint Paul metropolitan area. While the Twin Cities and Rochester are parts of Minnesota with national and international significance, the 11-county Southeast Minnesota includes other regional activity centers with historic significance as well as renewed significance resulting from employers transitioning to hybrid work models following the COVID-19 pandemic, high land prices, and energy constraints.

The regional activity centers attract daily, weekly, and less frequent but regular commuters. They are host to healthcare facilities that only when combined together across multiple small urban areas provide a full suite of healthcare services. They include leading educational institutions such as Carleton College, Mayo Clinic College of Medicine and Science, Minnesota State College Southeast-Red Wing Campus, Riverland Community College, Rochester Community and Technical College, Saint Mary's University of Minnesota, St. Olaf College, South Central College-Faribault Campus, the University of Minnesota-Rochester, and Winona State University with partnerships and new programs requiring students to attend classes in multiple small urban areas and at non-traditional times of day (e.g., Minnesota State College Southeast with campuses in Winona and Redwing and Riverland Community College with campuses in Albert Lea, Austin, and Owatonna). World business headquarters are there, including Hormel Foods Corporation, Fastenal Company, Federated Mutual Insurance Company, Olmsted Medical Center, Mayo Clinic,

McNeilus Steel Incorporated, Miller Waste Mills Incorporated, Red Wing Shoe Company, Wenger Corporation, and Winona Health and together form a major economic driver for Minnesota requiring reliable and convenient access to airports in Rochester and the Twin Cities. The area is also the current and ancestral home to the Prairie Island Indian Community.

At the direction of the Steering Committee and SE MN Together Project Manager, the Consultant will perform analysis of additional travel patterns in the 11-county region. This analysis should include historical, current, and anticipated future patterns. The study team acknowledges historical pattern identification may need to be based on qualitative data such as railroad and highway project implementation, aerial photos, and input from stakeholders, for example. The Consultant will leverage available resources to answer these questions including the information identified in Task 3 as well as:

- Data from SE MN Together of the region's comprehensive spending on transit - City systems, SEMCAC, Three Rivers, Counties paying for volunteer drivers and one-offs / Uber, and others
- Past transit maps in the region (e.g., Rochester City Lines commuter bus service map)
- Commuterscape data available for individual communities from the Minnesota Department of Employment and Economic Development (MnDEED)

The consultant will work with the Steering Committee and SE MN Together Project Manager to combine the results from engagement, previous work, and the additional analyses to identify the following attributes and generate TMO support from a majority of cities in the 11-county region:

- Minimum service coverage area, including major activity centers, regional activity centers, local activity centers, links between, and areas not recommended for coverage
- Minimum service hours (daily span and days of week)
- Minimum number of rides and revenue required to sustain service
- Guidelines for prioritizing expansion beyond minimum area, hours, rides, and revenue

Include results in Task 5 Technical Memorandum.

#### Task 5.2 Peer Transportation Management Organizations

The study team is aware that TMOs serve rural areas throughout the United States by functioning as flexible organizations able to successfully deploy resources as needed and as transportation needs change. The Consultant will work with the Steering Committee and SE MN Together Project Manager to identify peer TMOs to interview in the United States. Outcomes from the peer TMO selection and interviews will include answers to the following questions:

1. What is a TMO and what services do they provide? For example, information, experience, and expertise sharing; consultancy / problem-solving specific transportation issues; financial strategy/funding development; transit and ride sharing services; communications; relationship-building; asset sharing?
2. Who operates a TMO?
3. Who manages a TMO? How much input will cities have in setting direction and priorities, including bylaws, performance measures, metrics, and targets?
4. Do TMOs operate as a public-private partnership? If so, how?
5. How can a TMO maintain and strengthen local control over transportation services and resources?

6. How much does TMO operations cost?
7. How are TMO operations funded (sources, pricing structures)? How are TMO-sponsored transit and ride-sharing services funded?
8. What benefits and how much of these benefits would City residents receive by participating in a TMO? Existing transit providers (e.g., finding and retaining drivers, offering full-time positions, finding and retaining volunteer drivers)? Other stakeholders?
9. Can TMOs serving overlapping geographic areas partner together to improve outcomes? If yes, how and where are examples of this kind of partnership?

Include results in Task 5 Technical Memorandum.

### Task 5. Deliverables

#### *SE MN Together Project Manager Deliverables*

- Timely perspective on analysis priorities, risks, and risk management tactics
- Timely review and assembly of comments on DRAFT deliverables listed below

#### *Consultant's Deliverables*

- Additional Analysis technical memorandum
- Content for other tasks, including engagement activities and study documentation

### Task 6. Study Findings and Recommendations

The consultant will work with the SE MN Together Project Manager, Transit Action Team, and Steering Committee to translate study findings into specific and actionable recommendations. The recommendations are anticipated to include next steps for addressing regional post-secondary education, workforce, and social service transportation needs and benefits anticipated to result. Recommendations may include specific next steps for development of a TMO, if any. Recommendations may also include practical, immediate-term opportunities for improving coordination with existing TMOs, transit services, and ride-sharing services in the region, including funding resources to support the improved coordination. The recommended strategies to address travel problems identified in the study need to include implementation lead and time ranges and explain timeline prioritization based on the criteria identified in Task 4. The SE MN Together Project Manager, Transit Action Team, and Steering Committee will finalize recommendations from this process, including implementation lead and timeline, and this work may be completed after the Consultant contract ends.

The consultant will document this work in a Task 6 technical memorandum.

## Task 6. Deliverables

### *SE MN Together Project Manager Deliverables*

- Timely perspective on priorities, risks, and risk management tactics
- Timely review and assembly of comments on DRAFT deliverables listed below

### *Consultant's Deliverables*

- Study findings and recommendations technical memo presenting recommendations supported by study findings for presentation to committees. This may be split into one memo focused on Travel Patterns and Existing Services with TMO-specific implementation recommendations addressed in a later addendum.

## Task 7. Optional Tasks

If the study recommendations include formation of a Transportation Management Organization for part or all of the 11-county area, the consultant will support the Steering Committee in developing a Southeast Minnesota TMO Implementation Plan, including a funding plan. While Consultant effort to develop the Implementation Plan will be included in the base contract, its effort and deliverables will not be included in the initial notice to proceed. A notice to proceed will be issued for development of the Southeast Minnesota TMO Implementation Plan if the study concludes the region should form a TMO.

The consultant may propose additional sub-tasks that add insight on best practices for small urban and rural transportation management organizations and impactful value to the study tasks identified, including implementation plan development. If the consultant suggests adding tasks beyond those in this scope of work, the proposal must clearly identify the value of the task outcomes to Southeast Minnesota and how effort can be reduced in other tasks identified within the scope of work to make resources available for the new task(s) effort.

## Task 7. Deliverables

### *SE MN Together Project Manager Deliverables*

- Task authorization if the study concludes the region should form a TMO
- Timely perspective on optional task priorities, risks, and risk management tactics
- Timely review and assembly of comments on DRAFT deliverables listed below

### *Consultant's Deliverables*

- Southeast Minnesota TMO Implementation Plan, if this task is authorized
- Other deliverables for sub-tasks as identified by the Consultant

## Task 8. Study Documentation and Communication Collateral

The consultant will develop and deliver study documentation and communication collateral that contributes to broad and deep support for outcomes from the study tasks. The materials will be designed and formatted to communicate diverse and relatable outcomes including:

- Representative of the humility, kindness, and strong work ethic that forms the foundation of community in southern Minnesota



- Approachable to people with a wide range of transportation experiences including people who always drive and have never used transit nor public ridesharing to frequent transit riders and transit operators
- Accessible to people of all ages and abilities, including being ADA compliant
- Accessible to people with limited proficiency in English

To deliver these materials, the Consultant will leverage the information and documentation – including images and videos - prepared in other tasks.

#### Task 8.1 Study Documentation

The consultant will summarize the work done, findings, and recommendations in the form of a plain language Executive Summary-style report and a supportive presentation summarizing the plan. The Executive Summary and presentation will be reviewed by the SE MN Together Transit Action Team. Both documents must be ADA accessible and will be supported by the Engagement and Communications Executive Summary (Task 2) and technical memoranda identified in Tasks 3 through 7. The Executive Summary and presentation should include a timeline illustrating prioritized implementation of recommendations.

Additionally, the consultant will provide native files to the SE MN Together Project Manager for all images, GIS data, maps, and other deliverables to support future communication and use of this work.

#### Task 8.2 Multimedia Communication Collateral

Broad communication of study results to people, elected officials, post-secondary educational institutions, and businesses in the 11-county Southeast Minnesota area is a key outcome from this study effort. The consultant will work with the Steering Committee and SE MN Together project manager to finalize the list of desired multimedia communication collateral, prioritize deliverables within the study budget, and produce them. An initial list of desired collateral include:

- Print for partner organization newsletters or email “blasts”
- Web for the final study web site and use on partner organization websites
- Audio and visual for use on and off social media. Images should emphasize people of all ages, abilities, and incomes arriving at desired locations throughout Southeast Minnesota outside Rochester. Example locations include the Rochester International Airport, employers, colleges and universities, libraries, city halls and similar local welcome centers, local fairs and festivals, entertainment venues (Chatfield Center for Arts, Northfield, local theaters – Albert Lea, Austin, Lanesboro, Red Wing, Winona, St. Olaf/Carlton), local main streets with shopping and restaurants, grocery stores and food pantries, tourist attractions (Austin SPAM museum, National Eagle Center, International Owl Center, National Trout Center, state park visitor centers), and other locations featured in the “Southern Minnesota Scene” newspaper articles and similar.
- Briefing materials for use with local elected officials (township boards, city councils, county boards), employers (executive, finance/operations, facilities), post-secondary education and human service providers (policy, finance/operations, facilities), and legislators. Previous ‘one-pager’ briefing tool is attached and city / township feedback is the document was too technical.

Contract Number: **INSERT NUMBER**

Project Name: Southeast Minnesota Travel and Transportation Management Organization Study

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All communications must be concise, plain language, and prioritize images (photos, videos, infographics) over text.

## Task 8. Deliverables

### *SE MN Together Project Manager Deliverables*

- Timely perspective on documentation and communication collateral priorities, risks, and risk management tactics
- Timely review and assembly of comments on DRAFT deliverables listed below

### *Consultant's Deliverables*

- Final report, including Executive Summary supported by Task 2 through 7 documentation
- Summary presentation
- Multimedia communication collateral
- Native files of project results for use in further analysis and communication (including GIS data, maps, images, other data, etc.)





# Southeast Minnesota Workforce Transportation Plan Funding Request

The SE MN Together Transit Action Team is seeking \$350,000 in funding to develop a comprehensive assessment and financial plan for a Transportation Management Organization (TMO) developed through engagement with local business and elected officials. A TMO is a locally controlled, lower-cost approach that can be implemented in the short-term to better leverage existing transportation resources or develop new resources to meet a region's growing and changing transportation needs. The conclusions from a study conducted in 2018 and 2019 demonstrated the need for a more holistic and comprehensive approach with a region-led coordination of efforts to include and prioritize work force, post-secondary education, and quality of life transportation issues.



Figure 1. SE MN Transit and Ridesharing Coordination Area

With this financial support, the SE MN Together Transit Action Team intends to partner with and hire a consultant to build on the MnDOT- and DHS-funded planning work completed in 2018-2019. The goals of this consultant led TMO development effort are to:

- **Build** on and advance the region's successful transit systems, services, and facilities.
- **Modify** the 2018-2019 RTCC implementation plan to reflect a TMO approach.
- **Engage** with leaders throughout the 11-county area to affirm the TMO approach meets regional needs and priorities. The goal is to include major employers, post-secondary commuter-based education, healthcare insurers and providers, elected officials, and transportation providers.
- **Deliver** a detailed financial plan for a three-year start-up implementation phase, including specific public and private funding sources.

## Southeast Minnesota Needs More Affordable Workforce Transportation

A tight labor market, increasing scarcity of workers, and the cost of transportation for in-person workers are the most significant barriers to future economic growth in Southeast Minnesota. Southeast Minnesota economy relies heavily on an "in-region" labor force, with 80.5% of those employed in Southeast Minnesota also living in the region.

However, the family cost of living in the Southeast is the fourth highest of the 13 economic development regions in the state. Transportation costs, the third highest monthly cost families, representing 18% of their total monthly costs, are above average compared to the overall state average – meaning a greater share of Southeast Minnesota family costs of living is going toward transportation expenses.

This transportation cost burden most significantly impacts the workforce in Southeast Minnesota industry sectors with the highest projected job growth between 2020 and 2030 – *Accommodation & Food Service, Arts & Entertainment, and Other Services* – for which DEED data forecasts double-digit growth and have the lowest average annual wage in the region.

Southeast Minnesota wants to explore, identify, and accelerate implementation of existing best practices that deliver more cost-effective approaches to workforce transportation throughout the 11-county area.

# REQUEST FOR COUNTY BOARD ACTION

Agenda Date: 3/14/2023

Amount of time requested (minutes): 20

Department: Assessor

Requested By: Jason McCaslin

State item(s) of business. Please provide relevant material for documentation. Outline in detail any action requested of the County Board.

Review of changes made for the 2023 Assessment. There is no action required by the board in this presentation; it is just providing an overview of what changes were administered to move the assessment into compliance.

☒ Check if there will be additional documentation for any item(s) listed above.

Reviewed By: [Click here to enter text.](#)

All requests for County Board agenda time must be received in the office of the County Administrator by **12:00 p.m. (noon) on the Thursday prior to the scheduled meeting.**

# REQUEST FOR COUNTY BOARD ACTION

Agenda Date: 3/14/2023	Amount of time requested (minutes):	10 minutes
Dept.: Highway/Airport	Prepared By:	Ron Gregg

State item(s) of business with brief analysis. If requesting multiple items, please number each item for clarity. Provide relevant material(s) for documentation. Please note on each item if documentation is needed and attached.

Consent Agenda: None

Regular Agenda:

Documentation  
Yes or No

Highway Department

1. Review bid results for the Surfacing Reconditioning of County Road No. 118 from CSAH 5 into the Forestville State Park with award to the lowest responsible bidder, SAP 23-600-009.
2. Consider entering into a Detour Agreement with MnDot for the use of CSAH 1 and CSAH 2 for a bridge replacement project on TH 30.
3. Consider passing a resolution to authorize the County Engineer and County Board Chair to execute the detour agreement.

Airport Department

Find the Detour agreement attached.  
Bid results will be available on Monday March 13.

All requests for County Board agenda must be in the Administrator's office **No later than noon Thursday prior to the Board date**. Items received after this time **will not** be placed on the Board agenda. All requests should be sent to: [bhillery@co.fillmore.mn.us](mailto:bhillery@co.fillmore.mn.us) and [tkraling@co.fillmore.mn.us](mailto:tkraling@co.fillmore.mn.us)

**STATE OF MINNESOTA  
DEPARTMENT OF TRANSPORTATION  
And  
FILLMORE COUNTY  
DETOUR AGREEMENT  
For Trunk Highway No. 30 Detour**

State Project Number (S.P.):	5505-27	Original Amount Encumbered
Trunk Highway Number (T.H.):	30=077	<u>\$23,599.22</u>
Federal Project Number:	STBG 5523(098)	

This Agreement is between the State of Minnesota, acting through its Commissioner of Transportation ("State") and Fillmore County acting through its Board of Commissioners ("County").

**Recitals**

1. The State is about to perform grading, bituminous surfacing, ADA improvements, and Bridge No. 55082 and No. 55083 construction upon, along, and adjacent to Trunk Highway No. (T.H.) 30 from 0.14 miles west of County Road No. 7 to T.H. 52 under State Project No. 5505-27 (T.H. 30=77); and
2. The State requires a detour to carry T.H. 30 traffic on County State Aid Highway (C.S.A.H.) No. 1 and County State Aid Highway No. 2 during the construction; and
3. The County is willing to maintain the T.H. 30 detour; and
4. The State is willing to reimburse the County for the road life consumed by the detour and detour maintenance as hereinafter set forth; and
5. Minnesota Statutes § 471.59, subdivision 10, § 161.25, and § 161.20, subdivision 2(b), authorize the parties to enter into this Agreement.

**Agreement**

**1. Term of Agreement;**

- 1.1. **Effective Date.** This Agreement will be effective on the date the State obtains all signatures required by Minnesota Statutes § 16C.05, subdivision 2.
- 1.2. **Expiration Date.** This Agreement will expire when the State removes all detour signs, returns the temporary Trunk Highway detour to the County, and pays for the detour compensation.

**2. Agreement Between the Parties**

**2.1. Detour.**

- A. **Location(s).** The State will establish the T.H. 30 detour route on the following County roads as detailed in the project plans or Special Provisions:  
Stage 1 – C.S.A.H. 1 and C.S.A.H. 2 for a total distance of 11.35 miles.
- B. **Modification of the Detour Route.** The State may modify the detour route or may add additional roadways to the official detour during construction. The State will request concurrence from the County for changes to the detour route. If such change increases the State's total payment amount over the maximum obligation in Article 3.3.B, the Agreement will be amended.

- C. **Axle Loads and Over-Dimension Loads.** The County will permit 10-ton axle loads on the detour route. Oversize/Overweight (OSOW) loads may be permitted on a case-by-case basis with County coordination.
- D. **Traffic Control Devices.** The State may install, maintain, and remove any traffic control devices it considers necessary to properly control the detoured traffic. The State may paint roadway markings, such as the centerline, edge lines, and necessary messages.
- E. **Duration.** The State will provide the County with advance notice identifying the dates the State intends to place and remove the detour signing.

## 2.2. **Maintenance.**

- A. The County will maintain the portion of the detour that is on County roads, and furnish all necessary labor and materials, to the satisfaction of the State's District Maintenance Engineer at Rochester.
- B. **County's Failure to Adequately Maintain.** If the County fails to adequately maintain the detour as provided in Section 2.2.A. of this Agreement, of which failure the State will be the sole judge, the State may perform such work or cause it to be performed, as the State's District Maintenance Engineer considers necessary, to properly and adequately maintain the T.H. 30 detour. The State may retain the cost of such maintenance from any moneys then due, or thereafter becoming due, to the County under this Agreement. This paragraph will not be construed to relinquish any rights of action that may accrue on behalf of the State against the County for any breach of agreement.

## 2.3. **Basis of State Cost.**

- A. **Road Life Consumed.** The State will reimburse the County for the road life consumed by the detour using the following methods, as set forth in the Detour Management Study Final Report dated January 1991, and updated by MnDOT's Policy on Cost Participation for Cooperative Construction Projects and Maintenance Responsibilities between MnDOT and Local Units of Government.
  - i. The "Gas Tax Method" formula, multiplies the Combined Tax Factor per mile times the Average Daily Traffic ("ADT") count of vehicles diverted from the Trunk Highway times the county road length in miles times the duration of the detour in days to determine the State's cost for the road life consumed by the detour. If an ADT changes, the parties will amend the Agreement.
  - ii. The County may, at its option, perform an "Equivalent Overlay Method" analysis. A State-approved firm, at no cost or expense to the State, must perform the testing and analysis. The County will keep records and accounts to verify any claim it might bring against the State for additional costs using the "Equivalent Overlay Method".

## B. **Maintenance Costs.**

The State's detour maintenance cost will be equal to 115% of the amount computed by using the "Gas Tax Method" formula under Section 2.3.A, since the county roads are not designed to support 10-ton axle loads, and additional maintenance can be expected.

## 3. **Payment**

The State's payment consists of the sum of the road life consumed and maintenance amounts.

- 3.1. **For Road Life Consumed.** The State's total payment for the road life consumed by the detour is equal to the amount computed by using the "Gas Tax Method" formula plus any amount determined by using the "Equivalent Overlay Method" analysis that is in excess of twice the "Gas Tax Method" amount.

The State's estimated cost for the road life consumed by the detour is based on the data below:

<u>Stage</u>	<u>Tax Factor</u>	<u>ADT</u>	<u>Road Length (Miles)</u>	<u>Duration (Days)</u>	<u>Cost</u>
C.S.A.H. 1 and C.S.A.H. 2	0.00513	1019	11.35	185	\$10,976.38

Road Life Consumed Amount: \$10,976.38

**3.2. For Maintenance.**

\$12,622.84 is the State's estimated cost for detour maintenance based on 115% of the "Gas Tax Method" amount.

The State may retain the cost of State performed detour maintenance, as provided for in Section 2.2 of this Agreement, from any moneys then due, or thereafter becoming due, to the County under this Agreement.

**3.3. Total Payment and Maximum Obligation.**

- A. \$23,599.22 is the State's estimated payment for road life consumed (\$10,976.38) and maintenance (\$12,622.84).
- B. \$62,500.00 is the maximum obligation of the State under this Agreement and must not be exceeded unless the maximum obligation is increased by execution of an amendment to this Agreement.

**3.4. Conditions of Payment.** The State will pay the County the State's total road life consumed and maintenance payment amount after performing the following conditions.

- A. Execution of this Agreement and the County's receipt of the executed Agreement.
- B. State's encumbrance of the State's total payment amount.
- C. State's removal of all detour signs.
- D. State notifies the County of the removal of the detour signs, and the number of days the detour was in effect.
- E. State's receipt of a written request from the County for payment.

**4. Release of Road Restoration Obligations**

By accepting the State's road life consumed and maintenance payment plan and total payment amount, the County releases the State of its obligation, under Minnesota Statutes § 161.25, to restore the County roads used as a T.H. 30 detour to as good condition as they were before designation as temporary trunk highways.

**5. Authorized Representatives**

Each party's Authorized Representative is responsible for administering this Agreement and is authorized to give and receive any notice or demand required or permitted by this Agreement.

**5.1. The State's Authorized Representative will be:**

Name, Title: Joe Denny, Agreements(or successor)  
 Address: 2900 48<sup>th</sup> St NW, Rochester, MN 55904  
 Telephone: 507-286-7510  
 E-Mail: joseph.denny@state.mn.us

5.2. The County's Authorized Representative will be:

Name, Title: Ron Gregg, County Engineer (or successor)  
Address: 909 Houston Street NW, Preston, MN 55965-9998  
Telephone: 507-765-3854  
E-Mail: rgregg@co.fillmore.mn.us

6. **Assignment; Amendments, Waiver; Contract Complete**

- 6.1. **Assignment.** No party may assign or transfer any rights or obligations under this Agreement without the prior consent of the other party and a written assignment agreement, executed and approved by the same parties who executed and approved this Agreement, or their successors in office.
- 6.2. **Amendments.** Any amendment to this Agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original Agreement, or their successors in office.
- 6.3. **Waiver.** If a party fails to enforce any provision of this Agreement, that failure does not waive the provision or the party's right to subsequently enforce it.
- 6.4. **Contract Complete.** This Agreement contains all prior negotiations and agreements between the State and the County. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

7. **Liability**

The County and State will be responsible for their own acts and omissions, to the extent authorized by law. Minnesota Statutes § 3.736 governs the State's liability. Minnesota Statutes, Chapter 466 governs the liability of the County.

8. **State Audits**

Under Minnesota Statutes § 16C.05, subdivision 5, the County's books, records, documents, and accounting procedures and practices relevant to this Agreement are subject to examination by the State and the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this Agreement.

9. **Government Data Practices**

The County and State must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by the State under this Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the County under this Agreement. The civil remedies of Minnesota Statutes §13.08 apply to the release of the data referred to in this clause by either the County or the State.

10. **Governing Law; Jurisdiction; Venue**

Minnesota law governs the validity, interpretation, and enforcement of this Agreement. Venue for all legal proceedings arising out of this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

11. **Termination; Suspension**

- 11.1. **By Mutual Agreement.** This Agreement may be terminated by mutual agreement of the parties or by the State for insufficient funding as described below.
- 11.2. **Termination for Insufficient Funding.** The State may immediately terminate this Agreement if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued

**STATE ENCUMBRANCE VERIFICATION**

Individual certifies that funds have been encumbered as required by Minnesota Statutes § 16A.15 and 16C.05.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

SWIFT Purchase Order: 3000669243

**FILLMORE COUNTY**

The undersigned certify that they have lawfully executed this contract on behalf of the Governmental Unit as required by applicable charter provisions, resolutions, or ordinances.

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**DEPARTMENT OF TRANSPORTATION**

Approved:

By: \_\_\_\_\_  
(District Engineer)

Date: \_\_\_\_\_

**COMMISSIONER OF ADMINISTRATION**

By: \_\_\_\_\_  
(With Delegated Authority)

Date: \_\_\_\_\_

**INCLUDE COPY OF THE RESOLUTION APPROVING THE AGREEMENT AND AUTHORIZING ITS EXECUTION.**



**RESOLUTION**

**FILLMORE COUNTY BOARD OF COMMISSIONERS  
Preston, Minnesota 55965**

Date March 14, 2023 Resolution No. 2023-  
Motion by \_\_\_\_\_  
Commissioner \_\_\_\_\_ Second by Commissioner \_\_\_\_\_

IT IS RESOLVED that Fillmore County enter into MnDOT Agreement No. 1051835 with the State of Minnesota, Department of Transportation for the following purposes:

To provide for payment by the State to the County for the use and maintenance of County State Aid Highway No. 1 and County State Aid Highway No. 2 as a detour route during the construction to be performed upon, along, and adjacent to Trunk Highway No. 30 from 0.14 miles west of County Road No. 7 to T.H. 52 under State Project No. 5505-27 (T.H.30=077).

IT IS FURTHER RESOLVED that the Fillmore County Engineer and the Fillmore County Board Chair are authorized to execute the Agreement and any amendments to the Agreement.

**VOTING AYE**

Commissioners

Hindt ☐

Bakke ☐

Prestby ☐

Dahl ☐

Lentz ☐

**VOTING NAY**

Commissioners

Hindt ☐

Bakke ☐

Prestby ☐

Dahl ☐

Lentz ☐

STATE OF MINNESOTA  
COUNTY OF FILLMORE

I, Bobbie Hillery, Clerk of the Fillmore County Board of Commissioners, State of Minnesota, do hereby certify that the foregoing resolution is a true and correct copy of a resolution duly passed at a meeting of the Fillmore County Board of Commissioners held on the 14<sup>th</sup> day of March 2023.

Witness my hand and official seal at Preston, Minnesota the 14<sup>th</sup> day of March 2023.

SEAL

Bobbie Hillery, Administrator/Clerk  
Fillmore County Board of Commissioners

DISTRICT #: 6  
PLOT NAME: 5505-27 tc.dgn  
PATH & FILENAME: Projects\06\_PCH\030\5505\027\Traffic\TrafficControl\5505-27 tc.dgn



# REQUEST FOR COUNTY BOARD ACTION

Agenda Date: 3/14/2023	Amount of time requested (minutes):	5
Dept.: Human Resources	Prepared By:	Lindsi Engle

State item(s) of business with brief analysis. If requesting multiple items, please number each item for clarity. Provide relevant material(s) for documentation. Please note on each item if documentation is needed and attached.

## Consent Agenda:

## Regular Agenda:

	<u>Documentation</u>
1. Consider the request to hire RN/LPN from the list effective April 17 <sup>th</sup> , 2023 as requested by the Director of Nursing and Social Services Director	NO
a. Chelsey Rislov	
b. Grade 12/ Step 1 at \$27.86 hourly	
2. Consider the request to hire replacement Eligibility Worker effective March 20 <sup>th</sup> , 2023 as requested by the Social Services Director and Hiring Committee	NO
a. Ashley Borreson	
b. Grade 8/ Step 1 at \$24.12 hourly	

All requests for County Board agenda must be in the Administrator's office **No later than noon Thursday prior to the Board date.** Items received after this time **will not** be placed on the Board agenda. All requests should be sent to: [bhillery@co.fillmore.mn.us](mailto:bhillery@co.fillmore.mn.us) or [tkraling@co.fillmore.mn.us](mailto:tkraling@co.fillmore.mn.us)

# RESOLUTION

## FILLMORE COUNTY BOARD OF COMMISSIONERS Preston, Minnesota 55965

Date March 14, 2023 Resolution No. 2023- XXX  
Motion by \_\_\_\_\_  
Commissioner \_\_\_\_\_ Second by Commissioner \_\_\_\_\_

### **Resolution Authorizing Preston/ Fillmore County Staff to Execute All Necessary Documents to Ensure Preston/ Fillmore County Participation in the Multistate Settlements Relating to Opioid Supply Chain Participants, and in the Minnesota Opioids State-Subdivision Memorandum of Agreement.**

WHEREAS, the State of Minnesota and numerous Minnesota cities and counties are engaged in nationwide civil litigation against opioid supply chain participants related to the opioid crisis; and

WHEREAS, the Minnesota Attorney General has signed on to multistate settlement agreements with several opioid supply chain participants, but those settlement agreements are still subject to sign-on by local governments and final agreement by the companies and approval by the courts; and

WHEREAS, there is a deadline of April, 18 2023, for a sufficient threshold of Minnesota cities and counties to sign on to the above-referenced multistate settlement agreements, and failure to timely sign on may diminish the amount of funds received by not only that city or county but by all Minnesota cities and counties from the settlement funds; and

WHEREAS, representatives of Minnesota's local governments, the Office of the Attorney General, and the State of Minnesota have reached an agreement on the intrastate allocation of these settlement funds between the State, and the counties and cities, as well as the permissible uses of these funds, which will be memorialized in the Minnesota Opioids State-Subdivision Memorandum of Agreement, as amended (the "State-Subdivision Agreement"); and

WHEREAS, the State-Subdivision Agreement creates an opportunity for local governments and the State to work collaboratively on a unified vision to deliver a robust abatement and remediation plan to address the opioid crisis in Minnesota;

NOW, THEREFORE, BE IT RESOLVED, Preston/Fillmore County supports and agrees to the State-Subdivision Agreement; and

BE IT FURTHER RESOLVED, Preston/ Fillmore County supports and opts into all future multistate settlement agreements with opioid supply chain participants; and

BE IT FURTHER RESOLVED, Fillmore County authorizes Preston/Fillmore staff to execute all necessary documents to ensure Preston, Fillmore County participation in the multistate settlement agreements, including the Participation Agreement and accompanying Release, and in the State-Subdivision Agreement.

#### **VOTING AYE**

Commissioners Hindt ☐ Bakke ☐ Prestby ☐ Dahl ☐ Lentz ☐

#### **VOTING NAY**

Commissioners Hindt ☐ Bakke ☐ Prestby ☐ Dahl ☐ Lentz ☐

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#### STATE OF MINNESOTA COUNTY OF FILLMORE

I, Bobbie Hillery, Clerk of the Fillmore County Board of Commissioners, State of Minnesota, do hereby certify that the foregoing resolution is a true and correct copy of a resolution duly passed at a meeting of the Fillmore County Board of Commissioners held on the 14<sup>th</sup> day of March 2023.

Witness my hand and official seal at Preston, Minnesota the 14th day of March 2023.

SEAL

Bobbie Hillery, Administrator/Clerk  
Fillmore County Board of Commissioners



March 6, 2023

PROPOSAL FOR

## FILLMORE COUNTY COURTHOUSE

BOBBIE HILLERY

Prepared By:

**Christina Welke**

Senior Technology Advisor

507-273-9350

christina.welke@marconet.com

Quote Number: 038133



Managed Services



Copiers & Printers



Audio Visual



Business IT Services



## O365 Migration - Fillmore County



### Prepared by:

**Marco - St. Cloud**

Christina Welke  
507-273-9350  
christina.welke@marconet.com

### Prepared for:

**FILLMORE COUNTY  
COURTHOUSE**

902 HOUSTON ST SUITE 5  
PRESTON, MN 55965  
BOBBIE Hillery  
507.765.4566  
bhillery@co.fillmore.mn.us

### Ship To:

**FILLMORE COUNTY  
COURTHOUSE**

902 HOUSTON ST STE 5  
PRESTON, MN 55965  
BOBBIE Hillery  
507.765.4566  
bhillery@co.fillmore.mn.us

### Quote Information:

**Quote #: 038133**

Version: 2  
Date Issued: 03/06/2023  
Expiration Date: 03/31/2023  
Special Pricing Program:  
[PLEASE SELECT]

## Microsoft O365 | M365 - Direct

Description	Recurring	Qty	Ext. Recurring
Subscription			
Microsoft - 365 - Apps for GCC - Per User	\$11.52	170	\$1,958.40
Microsoft Product Agreement			
Microsoft - O365 - Exchange Online Plan 1 - GCC - Per User	\$3.84	170	\$652.80
Microsoft Product Agreement			

Monthly Subtotal: **\$2,611.20**

## Professional Services Labor

Description	One-Time	Qty	Ext. One-Time
Marco Professional Services - Fixed Fee - Milestone 1	\$3,105.00	1	\$3,105.00
To be billed against PSP/PIT			
Marco Professional Services - T&M - Block Time Agreement - Estimate	\$40,355.00	1	\$40,355.00

Subtotal: **\$43,460.00**

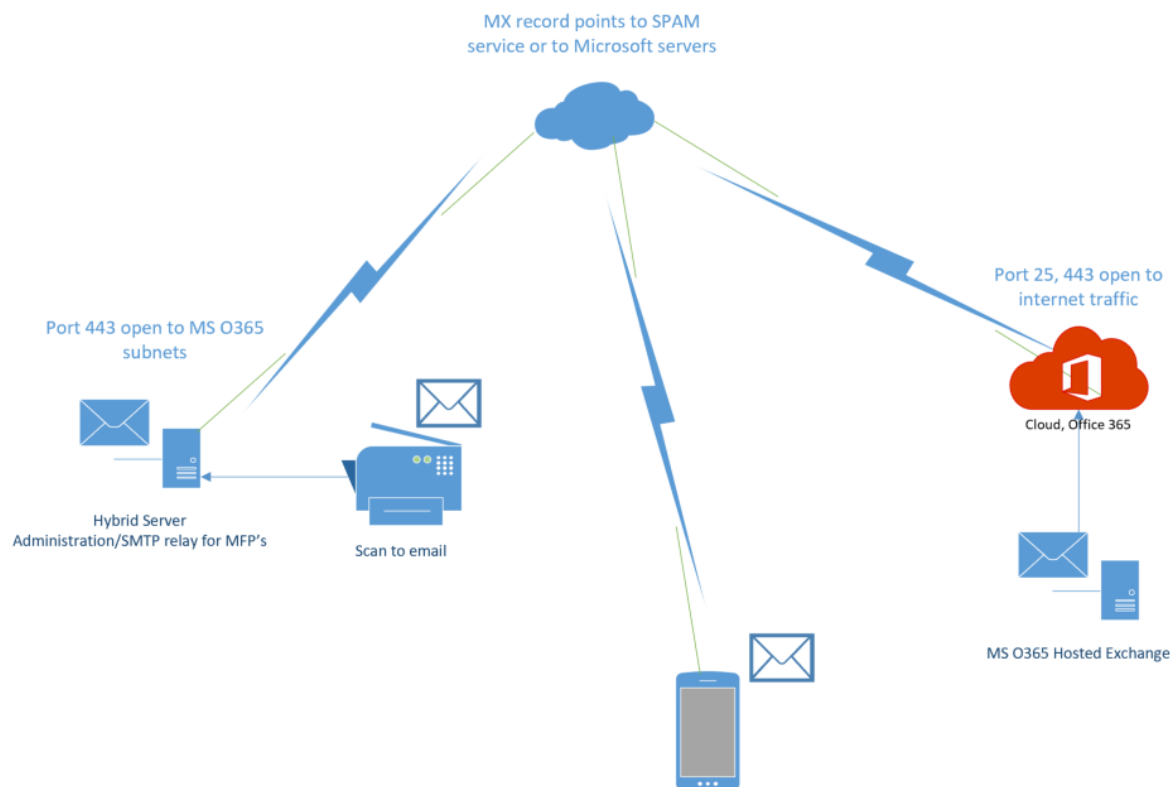
## Professional Services Engagement Agreement

### ABOUT THIS PROFESSIONAL SERVICES ENGAGEMENT

In addition to the Professional Service Engagement Agreement located at [www.marconet.com/legal/business-it-product-agreements/professional-service-engagement-agreement](http://www.marconet.com/legal/business-it-product-agreements/professional-service-engagement-agreement), the following applies to this Professional Service Engagement:

### ENGAGEMENT OVERVIEW - DESIRED GOALS AND OUTCOMES - CURRENT SITUATION

- Migrate on premises Exchange 2013 deployment to Office 365 as defined below. Set up Barracuda Email Complete and Sentinel services.



## ■ ENGINEERING - DESCRIPTION OF SERVICES AND DELIVERABLES

The following solution will be considered "in-scope" for the purposes of this engagement:

### Labor Estimate

- 1-2hrs @ \$250
- 55-75hrs @ \$220
- 8-12hrs @ \$200
- 100-150hrs @ \$175

### Microsoft / Office 365

- A MS tenant will be setup.
  - Marco CSP partner relationship will be established.
  - Marco Global Admin account will be created.
  - Existing global admin accounts will be cleaned up, any accounts that are no longer needed will be removed.
- Password Policies
  - Review Active Directory's current password policy.
  - If the current local password policy does not meet Microsoft Office 365's password requirement the



- systems engineer will notify the customer contact.
- Office 365 Password Requirements
  - (8) characters minimum
- Office 365 Password Requirements - Need (3) of (4):
  - (1) uppercase
  - (1) lowercase
  - (1) number
  - (1) special character
- The local password policy in Active Directory will be modified to meet the Office 365's requirements.
- This policy will be applied to all users and they will be required to change their password prior to the start of the email migration with a note to not change their password again until after the email migration has been completed.
- Mobile Devices
  - Configure policy to enforce password requirements on mobile devices using ActiveSync with current best practices.
    - Notes:
      - The native remote wipe feature will factory reset the phone and will also wipe any data cards that are present at the time of the remote wipe request. Marco recommends the use of an MDM solution if a selective wipe of the mobile device is desired.
      - Older mobile devices might not support all policies that can now be implemented via their native mail application, like TouchDown may be needed.
- Account Synchronization
  - Microsoft Azure AD Connect will be deployed to sync local Active Directory users accounts with Microsoft Office 365 servers.
    - **NOTE:** The current Azure AD Connect deployment will be reviewed and adjusted if needed.
- Existing email
  - Currently, email is hosted via an on-premise Exchange 2013 CU using Barracuda Essentials for SPAM filtering.
    - **NOTE:** Depending on timing of the migration if found that the latest current CU is required a change order may be needed.
- Email Migration
  - Office 365 portal will be setup and configured to support the domain names used by the end users.
    - co.fillmore.mn.us
  - Marco will be setup as a partner of record.
  - Setup users within the portal and applying licenses for the plan chosen.
    - **NOTE:** If additional mailboxes or users are found during the migration a change order for additional licenses will be needed.
      - Exchange Hosted Plan 1 - (170)
      - Apps for GCC - (170)
  - Marco systems engineer will utilize Hybrid/Federation development.
    - (1) VM for Hybrid Deployment
      - Review current Azure AD Connect Server deployment.
        - **NOTE:** If the current Azure AD Connect Server is found to not meet the requirements a additional Server may be spun up for the Exchange Hybrid.
      - Install Exchange Hybrid and patch to the latest version.
      - Create a certificate required and attempt to migrate the current wild card certificate.
  - Email accounts will be migrated to O365.
  - Currently there are (0) public folders found to be in use and (0) will be migrated





- Current Server
  - The current Exchange 2013 server will be decommissioned upon completion of the mailbox migrations.
- Voice
  - Marco voice engineer to assist with integration of Mitel UM to Office 365
- Email Protection - Barracuda Complete and Sentinel
  - Review current SPAM and Antivirus policy.
  - Review current inbound email settings.
    - Configure SPAM and Antivirus policy
    - Configure URL Rewrite.
    - Configure Advance Threat Detection to prevent delivery until determination is complete.
    - Restrict Office 365 to Barracuda for incoming email.
    - Point MX record to Barracuda for email protection.
  - Configure content policies/DLP.
  - Configure Archive from Office 365
    - Set Global retention policy - Cloud - (7) years.
  - Configure Cloud-2-Cloud backup to include
    - Exchange
    - SharePoint
    - OneDrive for Business
    - Groups/Teams
  - Configure Sentinel
- Email Relay
  - Marco will work with FILLMORE COUNTY COURTHOUSE to point up to (5) multi-function devices to point to the hybrid server on site for mail relaying.
  - Marco will work with the customer site contact to change multi-function devices that send to email to point at the Office 365 service instead of the current SMTP server.
    - NOTE: If the devices do not support the correct authentication required by Office 365 a relay server may be required on a Windows 2016 R2 server or newer to allow email to be relayed to Office 365. No licensing is included in this PSE.
  - An SPF record will need to be setup in the domain name DNS record with the external IP address of their firewall to allow for relaying email to Office 365.
  - An optional receive connector can be setup in Office 365 to accept relayed email from each site's external IP address.
- Workstation
  - Office 365 will be installed on up to (170) workstations.
    - **NOTES:**
      - Since the current state of the workstations cannot ever be fully known additional labor may be required for M/O 365 Readiness.
      - Outlook 2016 or newer with correct service packs in place is required to access Office 365.
      - Outlook 2016 or newer is required to support Modern Authentication.
      - If the workstations are using a non-supported version of Office a change order may be needed.
        - **NOTE:** Office Volume license support for O365 can be found at this URL - <https://go.microsoft.com/fwlink/p/?linkid=2111390>
- DNS



- The customer's DNS/MX records will need to be modified at the cut over date to Barracuda Email Security/Office 365 for mail flow.
- Review current Firewall NAT/ACL's related to the email flow and assist with adjusting.
- Following changes will be made to the customers DNS hosting records:
  - **NOTE: Domain is hosted with the following.**
    - co.fillmore.mn.us - state.mn.us
- SPF, DKIM and DMARC DNS records will be reviewed/created for the following domains:
  - co.fillmore.mn.us
- Conditional Access (Pending required licenses purchased):
  - Geo Blocking (Restrict to US)
  - Enforce MFA (Duo)
  - If necessary a Marco systems engineer will have a design meeting with Customer Contact on desired conditions and application of those conditions utilizing Azure AD Prem P1 Conditional Access rules. NOTE: Additional rules and conditions will require a change order and additional labor estimate
- MS Teams
  - Configuration will be changes to use domain accounts instead of onmicrosoft.com accounts.
  - Client will not be installed as part of this project.
  - If additional configuration is desired for setup of audio conferencing, policies, etc a change order will be required.
- SharePoint
  - No SharePoint services are included as part of this project.
  - A separate Professional Services Engagement will be required for all SharePoint assistance and migration.
- Perch
  - Configure O365 logs to be monitored by Perch Security.
- NOC
  - Retire decommissioned FCEX from Marco's Agents/Tools and remove from current backup job and schedule
  - Onboard any newly created VM's to Marco's Agents/Tools and to add to current backup job and schedule
- Security
  - Enable multi-factor authentication for all users.
    - Integrate with current Duo deployment
      - NOTE: Marco assumes all users have been onboard to Duo prior to the start of this project
  - Enable unified audit logging in the Security and Compliance Center.
  - Enable mailbox auditing for each user.
  - Ensure Azure AD password sync is enabled.
  - Enable AD Self Service write back.
  - Disable legacy email protocols, if not required, or limit their use to specific users.
  - Create policy to disable IMAP and POP for new users.
  - Engineer will review Microsoft Secure Score with contact, discuss the security features and which actions need to be taken to improve the score. Additional products or services may be required to address concerns. FILLMORE COUNTY COURTHOUSE assumes all risk associated with any actions not taken to improve score.
  - Configure firewall to restrict access to Microsoft subnets on port 443.



\*\* Marco recommends reviewing the Secure Score on a quarterly basis to ensure your current configuration is following best practices.

## ■ COORDINATION - DESCRIPTION OF SERVICES AND DELIVERABLES

Tasks and deliverables for our Coordination Team are located at [www.marconet.com/legal/business-it-product-agreements/professional-service-engagement-agreement](http://www.marconet.com/legal/business-it-product-agreements/professional-service-engagement-agreement)

## ■ CLIENT RESPONSIBILITIES

- Participate in design, planning meetings as required. Assist by communicating directly with end users to communicate timelines, procedures and expectations
- Purchase required SSL certificates if needed.
- Provide accurate list of mailboxes to be migrated.
- Assist with verifying all required users are using MFA (Duo)
- All communication to end users (outages, changes, etc)..

## ■ SERVICES ASSUMPTIONS, EXCLUSIONS, AND NOTES

Please list any Assumptions, Exclusions, and Important Notes for the purposes of this engagement:

- All work to be completed during Marco's normal business hours. Monday through Friday, 8:00AM to 5:00PM
- M/O 365 Security features require Microsoft licensing commiserate with feature sets. Additional features may be implemented with a change order, for additional labor, but are not included within the current labor estimate
- **NOTE:** Mitel MiCollab for Marco Managed Voice requires v9.6 or higher to support OAuth (please verify versions with voice helpdesk). Any other systems not relaying off internal Hybrid Exchange servers (where applicable) will need to support OAuth 2.0 for authentication into 365. Basic Authentication is no longer supported.



## Quote Summary - One-Time Expenses

Description	Amount
Professional Services Labor	\$43,460.00
Total: <b>\$43,460.00</b>	

## Quote Summary - Monthly Expenses

Description	Amount
Microsoft O365   M365 - Direct	\$2,611.20
Monthly Total: <b>\$2,611.20</b>	

## Payment Options

Description	Payments	Interval	Amount
Marco Payment & Financing Options			
One-Time Payment	1	One-Time	\$43,460.00

## Summary of Selected Payment Options

Description	Amount
Marco Payment & Financing Options: One-Time Payment	



## ■ Approval

**Payment Terms:**

Payment terms are net 15 days from date of Invoice. For orders over \$25,000, we require a twenty-five percent down at time of order. All Software and Hardware are invoiced at the time of delivery to the customer. Professional Services are due upon completion of the engagement or with progress billing as laid out in the scope of services.

**Warranty:**

Your equipment is covered by it's respective manufacturer warranties. Please consult the warranty documentation that accompanies the product for details. Any charges from the manufacturer are the sole responsibility of the customer (including, but not limited to, shipping, travel and/or labor charges). Marco can provide assistance with the processing of these warranties for a processing fee. Optional contracts or warranty enhancements are available for an additional fee at the time of purchase.

**Returns:**

Upon receipt of merchandise, make sure specifications are correct before opening or marking merchandise. If you need to make a return to Marco, you must: Request to return the UNOPENED merchandise within fifteen (15) days; Product must be returned in the original undamaged/unmarked box; Recognize that special or custom orders are non-returnable; Merchandise can be subject to restock fees and/or denial of return. – For Marco's Complete Return Policy, please refer to: <http://www.marconet.com/support/request-return/return-policy/>

**Tax, Shipping, Errors:**

Taxes, shipping, handling and other fees may apply where applicable. We reserve the right to cancel orders arising from pricing or other errors.

Marco Technologies, LLC

FILLMORE COUNTY COURTHOUSE

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

Prepared for: BOBBIE Hillery  
Signature: \_\_\_\_\_  
Signed by: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_  
PO Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

# FILLMORE COUNTY COMMUNITY SERVICES

902 Houston Street NW, Suite 1  
Preston, MN 55965-1080

Telephone: (507) 765-2175

Fax: (507) 765-3895

March 9, 2023

Hiawatha Valley Mental Health Center  
420 East Sarnia Street  
Winona, MN 55987  
Attn: Eric Sievers

Dear Mr. Sievers:

This letter is in accordance with the unsigned 2023 and signed 2022 contract, notifying you of Fillmore County's termination of Children's Mental Health-Targeted Case management (CMH-TCM) with your agency. CMH-TCM will now be provided in house with Fillmore County Social Services. The effective date of this termination will be May 1, 2023.

In accordance with prior contracts, please notify the clients who are currently being served by your agency of this termination. Transfer of client files will be expected within 7 days of termination of services. Additionally, the bill for final payment for services not covered by medical assistance for children's mental health case management should be received by the county no later than May 30, 2023.

Clients who are currently receiving services with your agency outside of CMH-TCM will remain and we will continue to refer to your agency for those services.

The decision to terminate this contract was based on a number of factors not related to the quality of services provided by Hiawatha Valley Mental Health Center. Fillmore County is appreciative of the services you have and continue to provide to our residents.

Should you have questions regarding the transfer of files or timelines, please feel free to contact me at 507-765-2624.

Regards,

*Wanda Berg, Psy.D.*  
*Social Services Director*  
*Fillmore County*  
*PO Box 466*  
*Preston, MN 55965*  
*507-765-2624*

CC: Bobbie Hillery, County Administrator  
Brett Corson, Fillmore County Attorney